



**REQUEST FOR PROPOSALS
#26-018
DOMESTIC VIOLENCE CLASS FACILITATORS
COUNTY of LANCASTER, PA**

AUGUST 27, 2026

**Due Date / Time: Tuesday, September 29, 2026, no later than 11:00 AM, EST
Opening Date/Time: Tuesday, September 29, 2026, at 11:00 AM, EST**

TABLE of CONTENTS

1.0	Introduction
2.0	Background
3.0	Scope of Services
4.0	Proposal Required Information
5.0	Projected Timetable
6.0	Contracted Company's Responsibilities
7.0	County Responsibilities
8.0	County Rights and Authority
9.0	Proposal Procedures
10.0	Required Format and Contents of Proposal
11.0	Selection Criteria – Criteria for Evaluation
12.0	Interview/Presentation
13.0	Method of Award
14.0	Professional Services Contract
15.0	REQUIRED FORMS
	Proposal Pricing Form
	Proposal Form – Signature Page
	Non-Collusion Affidavit
	Notarization Affidavit
	Disclosure Statement
	Reference Form
	W-9 Form
	No Proposal Reply Form

REQUEST FOR PROPOSAL
#26-018
DOMESTIC VIOLENCE CLASS FACILITATORS
COUNTY of LANCASTER, PA

1.0 Introduction

The County of Lancaster, Lancaster, Pennsylvania (the County) is soliciting proposals for Domestic Violence Class Facilitators on behalf of Lancaster County Adult Probation & Parole Services. Companies submitting proposals must have demonstrated experience in said services as they pertain to municipal entities.

Throughout this document, the singular use of the words Company, Vendor, Contractor, Bidder, Proposer or Offeror shall apply to the responders of this request for each service, or all services proposed.

2.0 Background

Lancaster County (the “County” and/or “Owner”) is located in South Central Pennsylvania, west of the City of Philadelphia and southeast of the City of Harrisburg, the state capital. The County is a Class 2A County with a population of over 550,000 residents in 60 municipalities occupying a land area of approximately 982 square miles. The County has one large metropolitan center, the City of Lancaster, and numerous suburban areas experiencing rapid growth. Its landscape is physically diverse ranging from rural agricultural, residential/suburban, to urban settings. The County’s primary industry is agriculture with secondary industries in government, light manufacturing, and tourism.

The County of Lancaster is seeking proposals from qualified vendors to provide qualified Domestic Violence groups/classes for a period of three (3) years with options to extend for an additional two (2) years in one (1) year increments. All groups/classes shall be held at dates, times, and places as determined by the approved qualified vendor. All policies and procedures for the groups/classes will be determined by the approved qualified vendor.

The Contractor shall provide to the County of Lancaster, for the prices offered, all products and services by fully qualified and certified practitioners under the terms, conditions and provisions of the proposal documents and contract as well as any and all applicable Federal and State laws, regulations, ordinances, and requirements in effect at the time of the date of contract award and any future such applicable Federal and State laws, regulations, ordinances, and requirements.

3.0 Scope of Services

Domestic Violence Class Facilitators shall administer court ordered psycho-educational sessions for those convicted of domestic violence offenses, and who are under probation or parole supervision with the Lancaster County Adult Probation and Parole Services. The class facilitator focuses on interventions that will stop abusive and /or battering behavior. Through the use of group dynamics, the facilitator will provide an atmosphere that is conducive to positive change in the offender’s behavior, as well as holding offenders accountable to participate and fulfill the group assignments in a meaningful manner. If it is determined that an individual session would be more beneficial and approved by Lancaster County Adult Probation and Parole, then individual sessions may be offered.

3.1 Essential functions of the vendor include but are not limited to the following:

3.1.1 Facilitate treatment / intervention groups for domestic violence offenders/batterers

- 3.1.2 Provide the probation office with a periodic assessment of individual client and group progress
 - 3.1.3 Provide domestic violence curriculum instruction
 - 3.1.4 Discuss with group members issues of domestic violence that correlate with their specific actions of domestic violence
 - 3.1.5 Use modeling and coaching as an avenue to teach nonviolent behavior and proper management of anger
 - 3.1.6 Respond to crisis and provide sound interventions as they may occur in the group sessions
- 3.2 It is expected that each facilitator will closely adhere to the pre-established domestic violence curriculum (Duluth Model Revised 2011 Edition with Equality & Power and Control Wheels and Ten Themes or similar approved curriculum, such as the Alternative to Violence Program and/or the STOP Domestic Violence Program) in the process of facilitating each group session. All curriculums must stay up to date as new editions are released. Any new or alternative curriculum must be approved by Adult Probation and Parole Services prior to implementation. The staffing of each group, as well as the length of time for each group and program total will be determined by the vendor in accordance with curriculum guidance, at a minimum of 20 hours over a 20-week period. The domestic violence group facilitator reports directly to the vendor.
- 3.3 At least annual audits will be conducted to review any or all records (electronic or physical files) relating to services provided under the contract. Such records may include curriculum and materials including but not limited to group course outline, workbook, homework sheets, as well as attendance logs and facilitator credentials to verify services rendered in the amount scope and duration authorized by **AREA AGENCY**. Whenever possible advance notice will be given for routine annual audits. **AREA AGENCY** reserves the right to inspect records at any time during vendor's business hours with little or no notice if needed to investigate a concern.

4.0 Proposal Required Information

Proposer shall provide the following information within their submission:

- 4.1 Firm Description
 - 4.1.1 A brief history of the Proposer including the year the organization was founded.
 - 4.1.2 Provide an overview of the Proposer. Include the location of the Proposer's headquarters and the location of the office that will serve the County.
 - 4.1.3 The ownership structure of the Proposer, giving specific details with regard to your parent company, any affiliated companies, or any joint ventures.
 - 4.1.4 Any significant developments in your organization within the last five (5) years such as changes in ownership, personnel reorganization, staff departures, and bankruptcy filings.
 - 4.1.5 Any changes in your organization's basic ownership structure or any other significant changes in your organization that you anticipate.
- 4.2 Key Personnel
 - 4.2.1 List the key personnel in the Proposer who will assume day-to-day responsibilities for managing this contract. Indicate the specific responsibilities of individuals to be assigned to this project, inclusive of the percentage of time dedicated to this project and include brief, no longer than one-page, resumes for those individuals. All individuals assigned to the County must have at least demonstrated experience in disciplines as outlined in Scope of Services. No changes to assigned personnel during the term of the appointment will be permitted without the prior consent and written approval of the County.
 - 4.2.2 The Proposer shall identify within its submitted proposal key team members with their proposed roles and experience for the Project from conceptions through completion, including one individual who will be the Proposer's project lead and point of contact. Any changes of key team

members after submission of proposal, during evaluation or after award of contract are subject to written approval by the County.

- 4.2.3 Names of individuals, their professional designations and job title who would be assigned to the County's account as well as their specific experience in servicing domestic violence programs.
- 4.2.4 Describe the most important qualifications the Proposer can bring to the County's account.

4.3 General Disclosure

- 4.3.1 Over the past five (5) years, have any principal members of the Proposer who will be assigned to the County account been involved with managing other Domestic Violence programs? Please describe the relationship.
- 4.3.2 Have any principal members of the Proposer over the past five (5) years been engaged in any business activities, which could be construed as a conflict of interest in respect to their involvement with this contract?
- 4.3.3 Have any principal members of the Proposer, over the past three (3) years, been named in any legal action(s), investigations or other actions which could materially affect the Proposer's ability to perform the duties listed in the Scope of Services?

4.4 Subcontractors

The respondent is to provide the names and addresses of all subcontractors that will be involved in this contract.

4.5 Contracts

- 4.5.1 Provide a list of contracts your firm has engaged in within the last three (3) years.
- 4.5.2 A list of any clients that have terminated services with the Proposer in the past five (5) years and the reasons that services were terminated.
- 4.5.3 A list of outstanding litigation to include any legal actions against the Proposer in regard to performance or any other matters.

4.6 Conflict of Interest

- 4.6.1 For purposes of determining any possible conflict of interest, all Proposers must disclose if any County employee or the family member of a County employee, including member counties, is also an owner, corporate officer, or employee of their business. Indicate either "yes" (A County, or member county, employee or family member is also associated with your business), or "none". If yes, give person(s) name(s) and position(s) with your business, and a description of the person's position, and state whether or not the person has a position of authority and/or will be involved with the contract on a daily/monthly basis. The cover letter shall include the following statement:

"Proposer by virtue of submitting this proposal acknowledges that the following County, or member county, employee(s) or the family member of a County, or member county, employee(s) is (are) also an owner, corporate officer, or employee of the Proposer's business(s)."

Yes _____ Name(s) and Position(s) _____

Yes _____ Name(s) and Position(s) _____

Yes _____ Name(s) and Position(s) _____

None _____

4.7 References

A current list of **three (3)** comparable, in size and scope, municipal/public sector clients, including name, contact, telephone number, email address, number of years the client has retained the Proposer, along with the product(s) or services the client uses. The County may contact any of these clients as references. If you require advance notice of the County's intention to make inquiries, please indicate.

4.8 Description of Services

- 4.8.1 Provide a detailed description of the specific services to be provided, including whether County employees are needed to participate and if so the extent at which their participation is needed, and the timing and length of this process.
- 4.8.2 Proposer must have recent knowledge and experience managing the domestic violence programs of governmental agencies of similar size and scope as the Project.
- 4.8.3 The Proposers shall provide their contingency procedures in the event any key personnel assigned to the account leave the firm.

4.9 Project Understanding

- 4.9.1 Describe the Proposer's experience with group facilitation and cognitive behavioral interventions.
- 4.9.2 Describe the Proposer's knowledge and/or experience delivering domestic violence curriculum.
- 4.9.3 Describe the Proposer's processes for managing client outbursts and/or violent behavior.
- 4.9.4 Describe the Proposer's processes for managing client unaccountability.
- 4.9.5 Provide the Proposer's certifications permitting them to conduct Domestic Violence Intervention Groups.
- 4.9.6 Provide and describe the Proposer's curriculum, to include course outline, materials, and workbooks?
- 4.9.7 Describe the Proposer's method of communication regarding client progress, to include method and frequency.
- 4.9.8 Describe the Proposer's intake/referral process, including treatment contracts, for Domestic Violence Group admission.
- 4.9.9 Describe the Proposer's method of determination for Domestic Violence Group non-admission.
- 4.9.10 Describe the Proposer's ability to provide individual therapy when a client is deemed not appropriate for group sessions.
- 4.9.11 Describe the Proposer's method of maintaining confidential information shared between Adult Probation and Parole Services and the Proposer
- 4.9.12 Describe the Proposer's service fees, client fee schedule, client payment plan and ability to deliver services to indigent clientele.
- 4.9.13 Describe the Proposer's process of discharge based on client non-payment.

4.10 Communication and Reporting

- 4.10.2 The Proposer's practice and preference regarding client communications, stating whether communication would be channeled through a single contact person, and back-up communication procedures when personnel assigned to the account are traveling or unavailable.
- 4.10.3 What is the Proposer's standard and emergency communication procedures?
- 4.10.4 Proposer must provide Adult Probation and Parole Services with client progress, to include program acceptance, program discharge and detailed summary, and weekly client attendance/progress in the Domestic Violence Intervention Group.
- 4.10.5 Proposer shall not permit a client to change vendors without prior approval from Adult Probation and Parole Services

4.11 Financial Proposal

- 4.11.2 Respondents must submit a separate, hard copy and electronic file of financial proposal as defined in clause 3.0 - Scope of Services.

- 4.11.3 Describe the Proposer's current financial condition and submit your most recent **audited financial statement**. This is a requirement of the RFP. RFP Responses submitted without the Proposer's most recent audited financial statement may not be considered for award.
 - 4.11.4 Responses should include the hourly rates for services provided, anticipated hours for services provided, and initial assessment fees of specific services.
 - 4.11.5 After consideration of the factors set forth in this RFP, the County shall award a contract to the successful proposer(s). The County reserves the right to award a single contract for the total requirement or award multiple contracts to most responsible bidder(s) meeting all terms, conditions, and specifications of the bid documents. This RFP will result in the submission of Proposals, and the evaluation and award process shall be based upon the candidate(s) who, in the judgment of the County, can provide the best service.
 - 4.11.6 Respondents are advised to reply to this RFP fully and with forthrightness at the time of proposal submission.
 - 4.11.7 Nonacceptance of an individual offer may mean that one or more other proposals were more advantageous, or that all were rejected.
- 4.12 Compensation and Expenses
- 4.12.1 The Vendor shall warrant that no part of the total fee shall be paid directly or indirectly to an employee or official of the County as wages, compensations, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Vendor in connection with any service contemplated or performed relative to this bid.
 - 4.12.2 Receive revenue sharing or other meaningful financial considerations from the Domestic Violence Class Facilitation.
 - 4.12.3 Payment of Domestic Violence Class Facilitator Services shall be obtained from the client directly and the County Of Lancaster shall not be held liable for fees in any way.
 - 4.12.4 The Vendor is responsible and liable for all costs incurred by it in replying to this Request for Proposal.
- 4.13 Respondent Qualifications and Requirements
- 4.13.1 At the option of the County, respondents may be required to furnish evidence of sufficient financial responsibility to fulfill this contract, and evidence that they have, or can obtain the necessary equipment and manpower to ensure services within the parameters of this contract.
 - 4.13.2 Respondents must have five (5) years' experience in Domestic Violence Class Facilitators services, and experience with Pennsylvania municipal and public entities.
 - 4.13.3 The Vendor shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The Vendor agrees to devote special attention to its responsibilities under the foregoing without reliance or direction from the County.
 - 4.13.4 Proposing firms must include in their proposals any products and/or services that are not specifically addressed in this RFP but are necessary to provide functional capabilities required to fulfill the intent of this RFP.

5.0 Projected Timetable

The projected timetable for this RFP is as follows, the County reserves the right to change or extend any of these dates as needed:

Issue Request for Proposal	August 27, 2026
Deadline for Receipt of Written Questions	September 10, 2026 - 11:00 AM
Issue Addendum to RFP (if necessary)	September 17, 2026

6.0 Contracted Company's Responsibilities

- 6.1 The Company shall perform all services as specified in the RFP, Contract, any addenda thereto, and agreed upon information provided in the Proposal.
- 6.2 The Company shall provide and assign only individuals who have experience with DOMESTIC VIOLENCE FACILITIOR services. Company must also ensure individuals do not have a criminal record.
- 6.3 The Company shall perform all services in strict compliance with all Federal, State and Local laws, regulations, ordinances, and directives as they may pertain to said services.

7.0 County Responsibilities

- 7.1 Provide a designee to be the point of contact for all questions and/or request by the Contractor.

8.0 County Rights and Authority

- 8.1 The County shall retain the right to inspect and review the Proposer's performance under this contract and to initiate action, within the terms of the contract that it deems necessary to assure Proposer compliance.
- 8.2 The County will review and approve, prior to any implementation, all recommend changes proposed by the Proposer.
- 8.3 The County shall have the right, without invalidating the Contract, to make additions to or deductions from the work covered by the Contract and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost and/or delivery, including extension of the Contract performance period, may be made between the Commissioners and the Contractor, but must be agreed to in writing. Additions, deductions, and changes within the general scope of the Contract may be made by the County based on a mutually agreeable contract price and delivery of a performance/delivery schedule, within the general scope of this contract in any one or more of the following:
 - 8.3.1 Description of services.
 - 8.3.2 Time of performance of the services.
 - 8.3.3 Place of performance of the services.
 - 8.3.4 Method of shipment or packing of supplies.
 - 8.3.5 Place of delivery.

9.0 Proposal Procedures**9.1 Questions**

- 9.1.1 Any proposer desiring an explanation, interpretation, or clarification must submit a written request via the Public Purchase website at <http://www.publicpurchase.com>. The County **WILL NOT BE RESPONSIBLE** for oral clarification.
- 9.1.2 Questions received after Thursday, September 10, 2026, at 11:00 AM will not be answered prior to the proposal submission deadline.
- 9.1.3 All answers to questions will be posted on Public Purchase no later than Thursday, September 17, 2026.

9.2 Proposal Submission

- 9.2.1 All proposals, ONE (1) complete bid packet, inclusive of financial proposal, with original signatures and required documents marked as "ORIGINAL", and ONE (1) complete electronic copy of submission response packet, inclusive of the original RFP and a separate electronic financial proposal file, on a USB Flash Drive, should be delivered or mailed to the Purchasing Office, Lancaster County Government Center, 150 North Queen Street, Suite 712 Lancaster, PA 17603 to arrive no later than **11:00 A.M., Tuesday, September 29, 2026** at which time they will be opened. Proposals received after this time and date will not be considered.
- 9.2.2 Proposals must be clearly identified on the outside of the sealed package with the words "PROPOSALS FOR DOMESTIC VIOLENCE GROUP FACILITATORS (26-018)".
- 9.2.3 In the event that the Lancaster County Government Center, 150 North Queen Street, Lancaster, PA 17603 is closed on the day a proposal is due, the due date and time will be extended by one (1) business day at the same time as originally stated in the RFP documents. If the County facility at 150 North Queen Street is closed for multiple days, the deadline would be extended to the first day the facility reopens at the same time as originally stated in the RFP documents. If the Lancaster County Government Center has a delayed opening, the deadline for submission of proposal will be extended by the same number of hours of the delayed opening.
- 9.2.4 There will be **no** formal public opening of proposals. Therefore, proposals shall not be available for review. Information contained in the proposals will not be disclosed during the review process.
- 9.2.5 Proposals shall be submitted at no cost to the County and any proposal received shall remain the property of the County.
- 9.2.6 Proposers are encouraged to reply "comply", "comply with exceptions", "cannot comply" or "our alternative is..." to every requirement in this RFP.
- 9.2.7 The County reserves the sole right to waive technicalities contained in proposals.
- 9.2.8 The County reserves the right, in its sole and absolute discretion, to accept or reject any and all proposals or parts thereof.
- 9.2.9 Any Respondent who has demonstrated poor performance during either a current or previous agreement may be considered as an unqualified source and their proposal may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.
- 9.2.10 Proposals submitted in response to this RFP must remain valid for a period of three hundred sixty-five (365) days from the proposal submission date.

9.3 Disclosure of Proposal Contents

All proposals/bids and other material submitted becomes the property of the County and may be returned only at the County's option. Information contained in the proposals/bids will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws public records are required to be open to reasonable inspection and reproduction. All proposal/bid information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter all proposals/bids will become public information; subject to inspection and reproduction in accordance with the PA Right to Know Law (Act 3 of 2008), unless otherwise exempt under the Act.

Notwithstanding any terms or conditions contained herein, Consultant/Vendor agrees to comply with all Local, State and Federal laws and regulations. Consultant/Vendor specifically agrees to produce all documents that may be subject to public disclosure pursuant to the Pennsylvania Open Records Law.

Trade secrets and other proprietary data contained in a proposal may be held confidential if such data meets the definitions of confidential proprietary information and/or trade secrets under Section 102 of the Right to Know Law. Material considered confidential by the proposer must be clearly identified and the proposer must include a brief statement that sets out the reasons for the confidentiality and how this information meets the criteria of Section 102 of the law.

9.4 Ambiguity, Conflict or Other Errors in the RFP

Any ambiguity, conflict, discrepancy, omission or other error discovered in this RFP must be reported immediately in writing to the County of Lancaster Director of Purchasing, submitted to the solicitation on the Public Purchase website and a request made for specific modifications or clarifications.

9.5 Requests for Clarification

Any requests by the County for clarification of proposals shall be answered in writing and such requests should not alter the proposer's pricing information contained in its cost proposal.

9.6 Proposal Opening Procedures

The time for receiving proposals will be declared closed at the advertised time, by the Director of Purchasing or his/her designated representative, on the date said proposal opening is advertised to be held, at which time:

9.6.1 The Director of Purchasing, or his/her designated representative, will open and read aloud the name and address of the Respondent.

9.6.2 The Director of Purchasing, or his/her designated representative, will examine the submitted proposal documents for any informalities, errors, or omissions, such as, but not limited to, proposal signature page, proposal pricing form, non-collusion affidavit, notarization form, samples, or failure to properly execute and seal the said documents. The bidder may be given up to seventy-two (72) hours from the time of the proposal opening in which to provide such information to the County, at the County's sole discretion.

9.6.3 If a problem with the solicitation or specifications is discovered prior to the proposal opening, it is to be immediately discussed with the County Commissioners, or their designated representative, and if the problem cannot be resolved, the decision will be made to cancel and/or reschedule the proposal opening.

9.6.4 A proposal which is incomplete, or which contains irregularities of any kind, may, at the sole and absolute discretion of the County, be rejected as non-conforming.

9.6.5 The County has the right to waive any and all informalities.

10.0 Required Format and Contents of Proposal

All proposals submitted must at minimum address the requested information in clause 3.0 – Scope of Services and clause 4.0 – Proposal Required Information in the format and order set forth below:

Please Note: The County reserves the sole right to reject any proposal received that is not in the format required. All respondents must respond to the following items in the order listed below. Proposals must be typed on 8.5" x 11" white paper, printed on both sides. **Do not bind** the document; instead, use a 3-ring binder or binder clip the proposal together and place it in a sealed envelope (see clause 9.2). Responses should be well thought out, thorough and concise. Clarity and brevity will be viewed favorably.

10.1 Cover Letter

A cover letter transmitting the proposal to the County on company letterhead, signed by an official authorized contract for the firm. The letter must contain the following: Name, title, address, telephone number, and email address of the company's contact person for the proposal; a statement that the proposer understands and agrees with the scope of services and accepts all other requirements, terms, and conditions of the RFP; and identify all materials and enclosures being forwarded in response to the RFP.

10.2 Table of Contents

Provide a listing of all major topics, their associated section number, and starting page number.

10.3 Firm Description

- 10.4 Key Personnel
 - 10.4.1 General Disclosure
 - 10.4.2 Relevant Experience
 - 10.4.3 Subcontractors
 - 10.4.4 Contracts
 - 10.4.5 Conflict of Interest
 - 10.4.6 References
- 10.5 Description of Services
- 10.6 Project Services
- 10.7 Financial Statement
- 10.8 Additional Items/Services Offered:

Any additional item(s) or services that the Proposer can provide at no additional cost to the County.

11.0 Selection Criteria - Criteria for Evaluation

- 11.1 **Mandatory requirements include:**
 - 11.1.1 Compliance with RFP instructions.
- 11.2 The proposer will be selected based on their written proposal and any requested presentations. The County will assemble a committee for the purpose of evaluations. The Selection Committee will review all proposals and make their recommendations for selection. The primary criteria used in making a selection will be as follows:
 - 11.2.1 Respondent qualifications and the ability to carry out the project
 - 11.2.1.1 In this section, respondents must provide a detailed description of their proven capacity to deliver prompt and complete service on time. This section shall include assurances of continued service and ability to comply with Federal, State and local statutory and regulatory requirements.
 - 11.2.2 Qualifications of the firm and key personnel
 - 11.2.2.1 This section shall provide the professional credentials and expertise of the firm(s) and key personnel assigned to this project. The absence of such information may cause the response to be deemed non-responsive.
 - 11.2.3 Technical Specifications: Effectiveness, adequacy, feasibility and quality of the Services proposed considering:
 - 11.2.3.1 Compliance with Technical Specifications; efficiency and effectiveness of product(s) offered; technological approach to the project; and enhancement potential;
 - 11.2.3.2 Capacity and Capability to support and enhance County department operations;
 - 11.2.3.3 Additional Services available;
 - 11.2.3.4 Extent to which Services proposed and related procedures impact County staff performance and improve County operations;
 - 11.2.3.5 Clarity of proposal;
 - 11.2.3.6 Other pertinent considerations in the Technical Specifications;
 - 11.2.4 Vendor qualifications and the ability to carry out the project and deliver the products and perform the services considering:
 - 11.2.4.1 Proven capacity to deliver prompt and complete service on time;
 - 11.2.4.2 Assurances of continued service;
 - 11.2.4.3 Ability to comply with Federal, State and local statutory and regulatory requirements;
 - 11.2.4.4 Project management plan

11.2.5 Results of Reference calls

- 11.3 Procedure - Submitted proposals will be reviewed by the Selection Committee. Proposers who are deemed, based on the selection criteria, fully qualified and best suited among those submitting proposals may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors.
- 11.4 At the conclusion of discussions, evaluation results will be submitted to the County Commissioners for consideration.
- 11.5 The Commissioners may request proposers participate in additional discussions/presentations regarding their proposals in order to make a decision on which proposer is offered a contract.
- 11.6 All pricing provisions contained in this contract, including any option to increase quantity or to extend performance period if such option is exercised, will remain fixed throughout the contract period.
- 11.7 The County may select a Proposer on the basis of initial offers received, without discussions. Therefore, each initial proposal should contain the Proposer's best terms from a monetary and technical standpoint. The County reserves the right to enter into negotiations with a Proposer. If the County and the Proposer cannot negotiate a successful agreement, the County may terminate said negotiations and begin negotiations with another Proposer. This process will continue until an agreement acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

12.0 Interview / Presentation

The County reserves the sole right, in the best interest of the County, upon review of proposals to:

- 12.1 Request and obtain additional information and/or clarification from Proposers.
- 12.2 Request and schedule to meet with Proposers at a designated time, date, and county location for an interview and/or presentation.

13.0 Method of Award

- 13.1 The award will be made to the proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal.
- 13.2 The County reserves the right to award this contract not necessarily to the proposer with the lowest price, but to the proposer that demonstrates the best ability to fulfill the requirements of the RFP. The successful proposer will be chosen based on the qualifications and selection criteria discussed in the proposal.
- 13.3 The successful proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the County. The successful proposer will perform all services indicated in the proposal in compliance with the negotiated contract.
- 13.4 The County reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this RFP. The County will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful proposer, all proposers will be notified in writing of the selected firm.

14.0 Domestic Violence Group Facilitator Services Agreement

- 14.1 The successful proposer agrees to sign the below Domestic Violence Facilitator Services Agreement that incorporates the terms and conditions specified in this RFP and provide the required Certificate of Insurance. The County reserves the right to change, add and/or delete terms as determined to be in its best interest.
- 14.2 The agreement shall be presented to the Lancaster County Board of Commissioners for consideration and/or approval. Upon the Board of Commissioners' approval and signature, one original agreement shall be forwarded to the successful proposer.

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DOMESTIC VIOLENCE GROUP FACILITATOR SERVICES AGREEMENT

This AGREEMENT, made and entered into this ____ day of _____, 20____, by and between the COUNTY OF LANCASTER (hereinafter "the COUNTY") a 2A class county of the Commonwealth of Pennsylvania with an address of 150 North Queen Street, Lancaster, PA 17603 and _____ (hereinafter "SUPPLIER") whose principal address is _____.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** SUPPLIER agrees to provide Domestic Violence Group Facilitator services at the request of the COUNTY (hereinafter, "OR services"), including but not limited to those described in Section 3 of the August 27, 2026, Request for Proposal.
2. **COMPENSATION.** The COUNTY agrees to pay SUPPLIER for the services listed in this Agreement at the rate and in the manner indicated in SUPPLIER's executed and accepted Proposal. Said payment shall be the total compensation paid by the COUNTY to SUPPLIER, including all related incidental work thereto.
3. **REPRESENTATIONS.** SUPPLIER further agrees to the following:
 - a. SUPPLIER shall strictly maintain all clients' confidentiality and rights to privacy regarding names, identities, clients, records, etc.
 - b. SUPPLIER shall comply with Health Insurance Portability and Accountability Act of 1996 (hereinafter "HIPAA") regulations regarding the identification, use, and disclosure of Protected Health Information (PHI). A formal HIPAA business associate agreement is not needed on the basis of 45 CFR 164.502 (e)(1)(ii).
 - c. SUPPLIER, its agents, employees, directors, and officers shall not be considered employees of the COUNTY for any purpose and specifically as any benefits or withholding of taxes is concerned. No withholding will be made by the COUNTY for any federal, state, social security, or local taxes from the amounts paid to SUPPLIER by the COUNTY. SUPPLIER agrees to be solely responsible for the withholding and payment of such taxes.
 - d. SUPPLIER, its agents, employees, directors, and officers shall not be covered by the COUNTY'S workers' compensation or unemployment insurance provided by the COUNTY to its employees and expressly waives any such coverage. The COUNTY shall not be responsible for any loss, liability, claim, damages, or expenses resulting from or arising out of any act or omission, or any violation of law on the part of third persons causing damages to the SUPPLIER.
 - e. SUPPLIER shall not assign its rights or obligations under this AGREEMENT to any other person or entity whatsoever unless written consent is first obtained from the COUNTY.
 - f. In order to protect the COUNTY'S goodwill, SUPPLIER, its agents, employees, and officers all agree to conduct themselves reasonably, prudently, and courteously in such a manner so as not to reflect adversely upon the COUNTY; and SUPPLIER will perform at all times faithfully, industriously, and to the best of its ability, experience, and talents all of the duties that may be required pursuant to the expressed and implicit terms of this AGREEMENT, and to the complete satisfaction of the COUNTY; and will act in conformity with all statutes, regulations, and ordinances of the United States, the Commonwealth of Pennsylvania, and the COUNTY.
 - g. SUPPLIER certifies that it is in compliance with the Drug-Free Workplace Act. Use, possession, sale, manufacture, or distribution of illegal drugs or other controlled substances (not documented as for medical reasons) on the work site by employees, subcontractors, or agents is prohibited. Employees, subcontractors, and agents shall be notified of this prohibition and that violators of this policy may be removed or barred from

the work site at the discretion of the COUNTY.

- h. SUPPLIER agrees to replace any individual on its service team upon reasonable request of the COUNTY. The COUNTY has the sole right to accept and reject any individual assigned to provide domestic violence group facilitator services.

- 4. TERM OF AGREEMENT. This AGREEMENT shall remain in effect for three years commencing January 1, 2027 and terminating December 31, 2029. Either party may terminate this AGREEMENT by giving the other party thirty days' written notice.

The term of this Agreement shall be for a three (3) year base period commencing on January 1, 2027 and continuing through December 31, 2029. The COUNTY, at its sole option, may extend this AGREEMENT for an additional two (2) one (1) year periods if all terms and conditions are mutually agreed upon by both parties at least ninety (90) days prior to the end of the current AGREEMENT term. The COUNTY reserves the right to negotiate and change terms and conditions as necessary in the best interest of the COUNTY.

- 5. OPTION TO EXTEND PERFORMANCE PERIOD. The COUNTY may, by written notice to SUPPLIER prior to the expiration of the Contract, extend the terms of the AGREEMENT for a period of not less than one-month (30 days) and not more than one-year (365 days), provided that the COUNTY shall give the SUPPLIER a preliminary written notice of its intent to extend at least ninety (90) days before the AGREEMENT expires.

- a. The extension shall be under the same terms and conditions hereof, inclusive of this option provision, and the rate(s) set forth in the Proposal Pricing Form shall apply to any extension made pursuant to this option provision, unless otherwise lowered by SUPPLIER.

- 6. INCORPORATION OF PROPOSAL, CONTRACT MODIFICATION, AMENDMENT, AND TERMINATION. SUPPLIER agrees to comply with the terms and conditions set forth in its proposal, the RFP and any addenda thereto, and any negotiated additions or changes to the proposal received, all of which are incorporated herein by reference as though fully set forth at length. This AGREEMENT incorporates, in order of precedence, the following:

- 1. The AGREEMENT.
- 2. The County Request for Proposal (RFP) and any addenda thereto.
- 3. SUPPLIER's proposal submission and any subsequent correspondence.

- a. This document and all of the above referenced documents contain all terms, provisions, and conditions of the AGREEMENT. All provisions thereof are intended by the parties to be whole and entire.
- b. Any alteration, variation, modifications, or waiver of any provision of the AGREEMENT shall be valid only when reduced to writing, duly acknowledged by the parties hereto by execution of an addendum, which shall be attached to and become part of this AGREEMENT.
- c. The COUNTY reserves the right to suspend, revise, or withhold funds in whole or part for reasons of noncompliance with the terms and provisions of this AGREEMENT.
- d. The COUNTY may terminate this AGREEMENT at any time, upon ten (10) days written notice delivered by certified mail or in person in which case equitable adjustment will be made for work satisfactorily performed up to the date of notice of termination.

- 7. INDEMNIFICATION: SUPPLIER, its officers, directors, agents, employees, heirs, successors, and assigns shall indemnify and hold the COUNTY, its Commissioners, officers, employees, representatives, and agents harmless and defend against and from all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties,

and losses, of any nature, including reasonable attorney's fees and costs, which may arise against the COUNTY, its Commissioners, officers, employees, representatives, and agents arising from or related to its performance, including but not limited to SUPPLIER's negligence, neglect, intentional acts, malfeasance or omission, or refusal or failure to perform such responsibilities and for breach of any provision, including the terms and conditions, of this AGREEMENT.

- a. SUPPLIER further agrees to indemnify and save harmless the COUNTY from any and all actions, claims and demands whatsoever that may result from SUPPLIER's use of any facilities owned by the COUNTY, and does further agree to repair any damage to the COUNTY-owned property caused by SUPPLIER's negligence or willful actions.
 - b. It is not the intention of this Section, or anything herein provided, to confer in a third-party beneficiary a right of action upon any person whatsoever and nothing hereinbefore or hereinafter set forth shall be construed so as to confer upon any person other than the COUNTY a right of action either under this AGREEMENT or in any manner whatsoever.
8. LIABILITY AND OTHER INSURANCE: SUPPLIER, at SUPPLIER'S sole cost and expense, shall maintain and provide certification of the following: (1) commercial general liability insurance and automobile liability (if such exposure exists) against any claims for bodily injury, death or property damage, (2) worker's compensation insurance to the extent necessary under applicable law, (3) professional liability insurance (if such exposure exists) in such amounts to afford minimum protection per occurrence as described below, and for such risks as the COUNTY may from time to time deem reasonably necessary, and (4) such other insurance, in such amounts and against such risks, as is commonly obtained in the case of providers of services in Pennsylvania similar to the services provided by SUPPLIER. All policies of insurance, including policies for any amounts carried in excess of the required minimum, shall be written by companies of recognized financial standing legally qualified to issue such insurance and shall be maintained continuously in full force and effect.
9. GENERAL REQUIREMENTS FOR INSURANCE: Except as otherwise approved by the COUNTY in writing, the following provisions shall apply to each and every policy of insurance which SUPPLIER is required hereunder to carry:
- a. The form, amount, and coverage of each policy, and the insurer under each policy (which must be duly licensed in Pennsylvania), shall be subject to the COUNTY's approval;
 - b. SUPPLIER shall cause each insurance carrier to deliver its certificate of insurance to the COUNTY and to any other party designated by the COUNTY, certifying the applicable insurance provisions herein required (i) upon the execution hereof, and (ii) at any other time upon the COUNTY's request;
 - c. At least thirty (30) days prior to the expiration of each policy, SUPPLIER shall provide the COUNTY with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage, a sixty (60) day notice of such action shall be sent via certified mail to the COUNTY;
 - d. SUPPLIER shall not permit any condition to exist and shall not commit any act or omission which would wholly or partially invalidate any insurance.
 - e. The COUNTY shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability;
 - f. The requirements described above are also applicable to any and all other employees or sub-contractors hired by SUPPLIER to perform work under this contract.

10. INSURANCE

- a. The selected firm shall, at its sole cost and expense, procure and maintain in full force and effect covering the performance of the services rendered under this AGREEMENT, insurance in the types and limits specified below. In addition to the insurance coverage and limits listed herein, the selected firm shall obtain any other insurance coverage as may be required by law.
 - i. General Liability Insurance:
 - Limits of Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate
 - Products-Comp/Ops: \$2,000,000 in the aggregate
 - Personal & Advertising Injury: \$1,000,000 in the aggregate
 - Medical Expense (any person): \$5,000 per occurrence
 - Coverage: Premise operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees and volunteers as additional insured, joint liability, and broad form property damage (including completed operations).
 - ii. Workers' Compensation and Employers' Liability Insurance:
 - Limits of Liability: Workers' Compensation - Statutory Limits.
 - Employers' Liability –
 - Bodily Injury by Accident: \$500,000 Each Accident
 - Bodily Injury by Disease: \$500,000 Each Employee
 - Bodily Injury by Disease: \$500,000 Policy Limit
 - Other States' coverage and Pennsylvania endorsement.
 - iii. Automobile Liability:
 - Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
 - Coverage: Owner, non-owned, and hired vehicles.
 - iv. Professional Liability Insurance:
 - Limits of Liability: \$1,000,000 by claim and \$10,000,000 in the aggregate.
 - Coverage: For occurrences happening during the performance of services required under this AGREEMENT, coverage shall be maintained in full force and effect under the policy for the full term of the AGREEMENT period, including options and extensions. The policy shall include a "tail coverage" if a one (1) or two (2) year period of exposure exists.
 - v. Umbrella Liability: Umbrella and/or Excess Liability Coverage in the amount of \$1,000,000.
- b. The Contractor agrees to purchase insurance through companies which have been rated "A-" or better by A.M. Best Rating Service.
- c. SUPPLIER shall maintain, at its own expense throughout the Term, cyber liability insurance coverage or a cyber liability insurance rider in the Errors and Omissions policy providing privacy response coverage and third party liability coverage covering SUPPLIER for claims, losses, liabilities, judgments, settlements, lawsuits, regulatory actions, and other costs or damages arising out of its performance under this AGREEMENT, including any negligent or otherwise wrongful acts or omissions by SUPPLIER or any employee or agent thereof in at least such amounts and on such terms as follows: For third party damages, \$2,000,000 for each "event" subject to an annual aggregate limit of \$4,000,000. For first party privacy response costs incurred by SUPPLIER, \$2,000,000 each event and aggregate. This includes but is not limited to: any breach of any law or regulation governing confidentiality of PHI (as defined under HIPAA) and Personal Information (as defined under the Pennsylvania HIPAA Act). Upon request, SUPPLIER shall furnish the COUNTY, upon request and as evidence of coverage, a certificate of insurance for Cyber Liability and/or Errors and Omissions insurance. SUPPLIER shall not cancel or reduce any such insurance without the prior written consent of the COUNTY. SUPPLIER shall notify the COUNTY in writing within five (5) business days if it receives notice that its insurance carrier intends to terminate, cancel, non-renew, or rescind cyber liability insurance or Errors and Omissions insurance.
- d. All required insurance will include the County, as well as any participating activity outside the County, as an additional named insured on the General Liability coverage in the minimum amounts as indicated above for

all work/services performed by the Contractor under the contract. If contract results from this Request for Proposal, the County requires a Certificate of Insurance reflecting these insurance requirements to be submitted as part of the signed contract and thereafter on an annual basis for multiple year awards.

- e. If SUPPLIER desires to self-insure any or all of the coverages listed in this section, it shall provide to the COUNTY documentation that such self-insurance has received all the approvals required by law or regulations, as well as the most recent audited financial statement of the selected firm's insurance. Any coverage which is self-insured shall provide the same coverage limits and benefits as the coverages listed in this section.
 - f. The COUNTY reserves the right to review categories and levels of insurance coverage held by SUPPLIER in an ongoing program of risk management. SUPPLIER will be notified, in writing, of coverage requirements as determined by this review and SUPPLIER agrees to secure such requested coverage.
 - g. If SUPPLIER fails to obtain or maintain the required insurance, the COUNTY shall have the right to treat such failure as a material breach of the AGREEMENT and to exercise all appropriate rights and remedies.
 - h. SUPPLIER shall include all subcontractors as insureds under its policies or shall furnish separate Certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this AGREEMENT.
 - i. Waiver of subrogation in favor of the COUNTY, its Board of Commissioners, employees, directors, officers, departments, and divisions applies under all policies.
 - j. When it applies, Additional Insured must read: The County of Lancaster, its Board of Commissioners, employees, directors, officers, departments, and divisions shall be included as additional insured with respect to the work performed for this contract: DOMESTIC VIOLENCE GROUP FACILITATORS, RFP 26-018.
 - k. Cancellation Clause must read: Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
 - l. Certificate Holder- County of Lancaster, Attn: Purchasing Department, 150 North Queen Street, Lancaster, PA 17603.
 - m. SUPPLIER hereby expressly waives any immunity under the Workers' Compensation Act, either as an employer or statutory employer, for any claim brought by the COUNTY. This waiver is intended to comply with the provisions of Section 303(b) [77 P.S. § 481(b)] of said Act.
 - n. SUPPLIER shall accept full responsibility for the payment of premiums of all insurance for SUPPLIER or SUPPLIER's employees who are performing services pursuant to this AGREEMENT.
10. HOLD HARMLESS CLAUSE. In the event that any of the insurance hereinbefore provided shall not, by reason of any act, omission, or negligence of SUPPLIER be procured or kept in full force and effect, SUPPLIER shall indemnify, defend, and save harmless the COUNTY against losses, claims, and demands to the same extent as the COUNTY would have been indemnified by each insurance if it had been in full force and effect.
11. INDEPENDENT CAPACITY OF SUPPLIER. SUPPLIER, its employees, and agents are not deemed to be employees of the COUNTY in any manner whatsoever and shall act in an independent capacity and not as officers, employees, or agents of the COUNTY.
12. NO ASSIGNMENT. SUPPLIER shall not assign any part of this AGREEMENT without prior written approval of the COUNTY.
13. LIQUIDATED DAMAGES
- a. If SUPPLIER fails to perform the services within the time specified in this AGREEMENT, or any extension, SUPPLIER shall, in place of actual damages, pay to the COUNTY as fixed, agreed, and liquidated damages, for each occurrence, the following:

- i. In the event that the AGREEMENT is terminated, in whole or in part, for default or because SUPPLIER fails to perform satisfactorily, SUPPLIER may be charged the sum of \$6,000.00 per day for each calendar day from the date of notification until the date of correction.
 - b. Alternatively, if delivery or performance is so delayed, the COUNTY may terminate this AGREEMENT in whole or in part. In that event, SUPPLIER shall be liable for fixed, agreed, and liquidated damages accruing until the time the COUNTY may reasonably obtain delivery or performance of similar supplies or services.
 - c. SUPPLIER shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of SUPPLIER.
- 14. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR(S). Funds are not presently available for performance under this contract beyond December 31, 2026 or for services initially contemplated for performance starting in 2027. The COUNTY's obligation for performance of the AGREEMENT beyond December 31, 2026 is contingent upon the availability of appropriated funds upon which payment for AGREEMENT purposes can be made. No legal liability on the part of the COUNTY for any payment may arise for performance under this AGREEMENT beyond December 31, 2026 until funds are made available by the COUNTY and until SUPPLIER receives notice of availability, to be confirmed in writing by the issuance of a Delivery Order or Purchase Order by the County Purchasing Department.
- 15. FAMILIARITY WITH PROPOSED WORK. SUPPLIER certifies that it has carefully considered the work proposed and the COUNTY's Request for Proposal to determine the difficulties and requirements incidental to the prosecution of the work, and that it possesses the necessary experience, expertise, and resources to meet or exceed the needs expressed in the RFP.
- 16. NON-DISCRIMINATION. SUPPLIER agrees to comply with all applicable State and Federal laws, regulations, procedures, and orders which protect the civil rights of employees, job applicants, and recipients of services. SUPPLIER expressly agrees to comply with Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990, and all other applicable Federal, State, and/or Local Laws, ordinances, rules and regulations, and orders prohibiting discrimination in hiring or employment opportunities. It shall not be an excuse for non-compliance that SUPPLIER has or intends to delegate any of its responsibilities to any union, training program, other source of recruitment, or other entity, but SUPPLIER shall remain primarily responsible for compliance hereunder.
- 17. CERTIFICATION REGARDING IMPARTIALITY AND CONFLICT OF INTEREST. SUPPLIER certifies that it is a totally independent contractor and that to the best of its knowledge, no COUNTY official or employee is also an owner, corporate officer, or employee of its business, or has a vested interest, financial or otherwise, in this AGREEMENT or in the business of SUPPLIER.
 - a. SUPPLIER further certifies that it has fully disclosed as part of its Proposal, in writing and prior to executing this AGREEMENT, which of its owners, corporate officers, management level employees, and associates is employed by the COUNTY or is a family member of a COUNTY employee, stating the persons' names and positions with SUPPLIER and whether such individual has a position of authority and/or will be involved with the SUPPLIER duties on a daily/monthly basis.
 - a. SUPPLIER will inform the COUNTY in writing immediately if any potential conflict of interest arises during the performance of this AGREEMENT. Conflict of interest may constitute grounds for termination of this AGREEMENT following notification by the COUNTY to SUPPLIER (allowing SUPPLIER a reasonable opportunity to respond) where same is not corrected by SUPPLIER within a reasonable time period after notice.
- 18. IMMIGRATION REFORM AND CONTROL ACT OF 1986. SUPPLIER recognizes its responsibilities to assure identity and employment eligibility of its own employees under the Immigration Reform and Control Act of 1986 and any record acquisition and retention requirements under the Act.

19. STATUTES APPLICABLE TO THIS AGREEMENT. SUPPLIER is responsible for familiarity and compliance with all statutes that apply to its performance under this AGREEMENT.
20. NO ARBITRATION CLAUSES. SUPPLIER agrees that no AGREEMENT with the County shall include Arbitration Clauses.
21. LICENSING. SUPPLIER and all individuals acting under the authority of the SUPPLIER shall at all times be appropriately licensed in the Commonwealth of Pennsylvania to perform all services under this Agreement. Failure to be so licensed shall be an instance of default.
22. DEFAULT/BREACH/RESOLUTION. If SUPPLIER or the COUNTY defaults in its performance under the Terms and Conditions of the AGREEMENT, the defaulting party shall be promptly notified in writing. If the defaulting party fails to resolve a default within thirty (30) days after notification, or if the default requires more than thirty (30) days to resolve and the defaulting party fails to begin resolution of the default within thirty (30) days after notification, this AGREEMENT will be terminated. The COUNTY reserves the right to suspend, revise, or withhold funds in whole or part for reasons of noncompliance with the terms and provisions of the AGREEMENT. In addition, should the default of SUPPLIER necessitate the County termination of this contract in whole or in part, COUNTY may acquire, correct, or replace with services or supplies similar to those terminated and SUPPLIER shall pay to the COUNTY the cost occasioned by its default and/or make an equitable adjustment in the contract price at the option of the COUNTY.
23. AGREEMENT NOT TO HIRE. SUPPLIER and the COUNTY both agree not to solicit, hire, contract with, or engage the employment or services of any employee or former employee of SUPPLIER or the COUNTY during the period of, and for one (1) year after, the termination of the AGREEMENT without prior written approval of the other party. SUPPLIER and the COUNTY agree that such approval will not be unreasonably withheld.
24. CONFIDENTIAL INFORMATION. All Information contained in the files of the COUNTY and all departments thereof is considered "Confidential Information." "Confidential Information" means any and all information, data, documents, files, and records disclosed to SUPPLIER by the COUNTY either directly or indirectly, in writing or orally. Confidential Information does not include information which (i) is known to SUPPLIER at the time of disclosure to SUPPLIER by the COUNTY as evidenced by written records of SUPPLIER, (ii) has become publicly known and made generally available through no wrongful act of SUPPLIER or (iii) has been rightfully received by SUPPLIER from a third party who is authorized to make such disclosure.
- a. SUPPLIER agrees not to use any Confidential Information disclosed to it by the COUNTY for its use or for any purpose except to carry out discussions concerning, and the undertaking of, any business relationship between SUPPLIER and the COUNTY to third parties or to employees of SUPPLIER except employees who are required to have the information in order to carry out the discussions or intentions of the aforementioned relationship. SUPPLIER will have or has had employees who have access to Confidential Information of the COUNTY sign a nondisclosure agreement in content substantially similar to this AGREEMENT and will promptly notify the COUNTY in writing of the names of each such employee upon the request of the COUNTY at any time. SUPPLIER agrees that it will take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the COUNTY in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have any such information, which measures shall include the highest degree of care that SUPPLIER utilizes to protect its own Confidential Information of a similar nature. SUPPLIER agrees to notify the COUNTY promptly in writing of any misuse or misappropriation of Confidential Information of the COUNTY which may come to SUPPLIER's attention.
25. HIPAA. If applicable, SUPPLIER agrees to comply with HIPAA. SUPPLIER assumes any and all responsibility for compliance with HIPAA relative to the processing, confidentiality, and security of medical and/or health information and related documentation/records in connection with SUPPLIER's provision of services as set forth

under the AGREEMENT. SUPPLIER hereby agrees to indemnify, defend, reimburse, and hold harmless the COUNTY, its officers, agents, and employees for, or on account of, any violation of HIPAA attributable to its performance under the AGREEMENT which subjects the COUNTY to any non-compliance penalties, whether civil or otherwise.

26. CHOICE OF LAW. This Agreement and all related documents, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the Commonwealth of Pennsylvania, United States of America (including its statutes of limitations), without giving effect to the conflict of law's provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the Commonwealth of Pennsylvania.
27. CHOICE OF FORUM. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement may be brought against any of the Parties in the courts of the Commonwealth of Pennsylvania, County of Lancaster, or, if it has or can acquire jurisdiction, in the United States District Court for the Eastern District of Pennsylvania, and each of the Parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to venue laid therein. Process in any action or proceeding referred to in the preceding sentence may be served on any Party anywhere in the world. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.
28. JURISDICTION. This Agreement is governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue shall be in the Court of Common Pleas of Lancaster County, Pennsylvania or in the Federal Court for the Eastern District of Pennsylvania

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15.0 Required Forms

**PROPOSAL PRICING FORM
#26-018
DOMESTIC VIOLENCE CLASS FACILITATORS
COUNTY OF LANCASTER, PA**

We, _____, on this the ____ day of _____, 2026 hereby:

Propose and agree to furnish and deliver DOMESTIC VIOLENCE FACILITATOR services for the County of Lancaster, in accordance with this "Request for Proposals", as follows:

- Prices will be offered in the following as further described in the Scope of Work. Prices are requested for a base period of three (3) years with options to extend for an additional two (2) years in one (1) year increments.

BASE PERIOD (January 1, 2027 – December 31, 2029)			
Initial Assessment Fee			
	Cost per Hour	Estimated Hours	Total Cost
Group Session			
Individual Session			
OPTION YEAR 1 (January 1, 2030 – December 31, 2030)			
Initial Assessment Fee			
	Cost per Hour	Estimated Hours	Total Cost
Group Session			
Individual Session			
OPTION YEAR 2 (January 1, 2031 – December 31, 2031)			
Initial Assessment Fee			
	Cost per Hour	Estimated Hours	Total Cost
Group Session			
Individual Session			

**Transfer total to Proposal Form Signature Pages.*

Have received and reviewed the following Addenda (if applicable)

1. _____, dated _____
2. _____, dated _____

We have included All proposals, ONE (1) complete bid packet, inclusive of financial proposal, with original signatures and required documents marked as "ORIGINAL", THREE (3) bid packets, excluding financial proposal, marked as "COPY", THREE (3) financial proposals in a sealed envelope, marked as "COPY", and ONE (1) complete electronic copy of submission response packet, inclusive of the original RFP and a separate electronic financial proposal file, on a USB Flash Drive.

FINANCIAL PROPOSAL DOCUMENTS

- Proposal Form Signature Pages
- Proposal Pricing Form
- Non-Collusion Affidavit
- Notarization Affidavit (if applicable)
- Disclosure Statement
- W-9 Form

Communications concerning this proposal shall be addressed to:

Name: _____

Title: _____

Name of Business: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Website: _____ Hours of Availability: _____

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**PROPOSAL FORM
SIGNATURE PAGES**

Submitted by: _____
Date: _____

**Proposal for: DOMESTIC VIOLENCE CLASS FACILITATORS
RFP #26-018**

County of Lancaster
Lancaster County Government Center
150 North Queen Street, Suite 712
Lancaster, PA 17603

To Whom It May Concern:

This proposal is submitted in accordance with your Request for Proposals to be received for:

Qualified vendors to provide Domestic Violence Facilitator services on behalf of Lancaster County Adult Probation & Parole Services for a period of three (3) years with options to extend for an additional two (2) years in one (1) year increments. Contract commences on approximately January 1, 2027.

Having carefully examined the Request for Proposals, the Specifications, the Instructions to Proposers, The Scope of Work, The Terms and Conditions, and all attachments etc., hereinafter referred to as "Contract Documents", together with any and all addenda, errata, bulletins applying thereto, and being familiar with the various conditions affecting the scope of work, the undersigned hereby offers to furnish all materials, perform all labor, provide all services, and do all else necessary to complete the work within the specified time in this proposal in strict accordance with the terms of the Contract Documents, for the following price(s) as summarized below and as detailed in the Proposal.

Subject to deviations and exceptions as stated in the Proposal and accepted by the County, the undersigned, by the signature evidenced, represents that the Proposer accepts the terms, conditions, mandates, and other provisions of the Contract Documents, said documents being the strict basis upon which the said proposer makes this proposal for the following price, to wit:

BASE PERIOD RATES: (January 1, 2027 – December 31, 2029)

Initial Assessment Fee	_____
Group Session Per Hour	_____
Individual Session Per Hour	_____

OPTION YEAR 1: (January 1, 2030- December 31, 2030)

Initial Assessment Fee _____

Group Session Per Hour _____

Individual Session Per hour _____

OPTION YEAR 2: (January 1, 2031 – December 31, 2031)

Initial Assessment Fee _____

Group Session Per Hour _____

Individual Session Per Hour _____

In case this proposal is accepted the undersigned is hereby bound to enter into a written contract within thirty (30) days after receipt of Notice of Acceptance of the above, in accordance with the solicitation, to commence and complete all of the work included under the contract in such time and such manner as designated for the various items/services it has contracted to supply or provide.

In submitting this proposal, it is understood that the unrestricted right is reserved by the County to reject any and all proposals or parts thereof, or to waive any formalities or technicalities in said proposals, and it is agreed that this proposal may not be withdrawn for a period of one hundred and eighty (180) days from date of opening hereof.

The undersigned hereby certifies that this proposal is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any proposer to refrain from proposing, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other proposer.

The undersigned does declare that no person other than the Proposer herein named has any interest in this proposal or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article and is in all respects fair and without collusion or fraud.

The undersigned further declares that the specifications have been carefully examined and the Proposer is thoroughly familiar with its provisions and with the quality, type and grade of required materials and services. The undersigned certifies that any exceptions to the Contract Documents and specifications are noted in the Proposal and are subject to acceptance by the County. The undersigned, by the signature evidenced, represents that the Proposer accepts the terms, conditions, mandates, and other provisions of the Contract Documents, said documents being the strict basis upon which the said proposer makes this proposal.

All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

If a Corporation (must be executed the president or vice-president [or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached], attested by the secretary, assistant secretary or treasurer of the corporation)

Signature: _____

ATTEST:

Signature: _____

Name & Title: _____

Name & Title: _____

CORPORATE SEAL

If a Partnership (must be signed by at least one general partner and witnessed)

PARTNER:

Signature: _____

WITNESS:

Signature: _____

Name & Title: _____

Name & Title: _____

CORPORATE SEAL

If a Proprietorship

PROPRIETOR:

Signature: _____

WITNESS:

Signature: _____

Name & Title: _____

Name & Title: _____

CORPORATE SEAL

BUSINESS NAME: _____

TAX I.D#: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 62 Pa. C.S.A. §4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the proposer who makes the final decision on process and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary of all other persons employed by or associated with the proposer with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the process of preparing and submitting a bid and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

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NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of: _____

S.S.

County of: _____

I state that I am _____ OF _____
(Title) (Name Contractor)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, respondent or potential respondent.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a respondent or potential respondent, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement of discussion with, or inducement from, any firm or person to submit a complimentary or other noncompetitive bid.

(5) _____, its affiliates,
(Name of Contractor)

subsidiaries, officers and directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of Contractor)

acknowledges that the above representatives are material and important, and will be relied on by County of Lancaster in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from County of Lancaster of the true facts relating to the submission of bids for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract within the last three years, does not prohibit the County of Lancaster from accepting a bid from or awarding a contract to that person, but may be a ground for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be a ground for consideration on the question of whether the County should decline to award a contract to that person on the basis of a lack of responsibility.

Name: _____

Signature: _____

Title: _____

Name of Contractor: _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

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NOTARIZATIONS

Any document within this bid specification that requires a notarization must include the signature and seal of the notary public as required by the State in which the notary is commissioned. For those states that do not require an embossed notary seal, the following affidavit must be completed. Bids notarized without the embossed seal and without completing the following affidavit, as applicable, will automatically be rejected at the time of the bid opening.

AFFIDAVIT

I, _____, _____,
(Print/Type Name) (Title)

of _____,
(Name of Company) (Complete Address)

a duly authorized representative of the above company, do hereby affirm that the State of

_____ does not require an embossed seal on _____
(Name of State)

notarizations and the documents in this Invitation for Bid are true and correct and binding under the

_____ State laws.
(Name of State)

By: _____
(Signature of Duly Authorized Representative)

Sworn to and subscribed before me

THIS _____ DAY OF _____, 20____

(Notary Public)

My Commission Expires: _____

**COUNTY of LANCASTER
DISCLOSURE STATEMENT**

The vendor shall answer the following questions with regard to the most recent three (3) years. If any question is answered in the affirmative, the firm shall submit for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter. Failure to answer truthfully to any of the following will be grounds for the vendor's proposal to immediately be disqualified. The County will notify the vendor by letter of the disqualification.

1. Is the firm currently debarred or suspended from doing business with any federal, state or local government agency or private entity?

Yes _____ No _____

2. Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?

Yes _____ No _____

3. Has the firm ever been otherwise prohibited from doing business with any federal, state or local government agency or private entity?

Yes _____ No _____

4. Has the firm ever been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?

Yes _____ No _____

5. Has the firm ever defaulted, been terminated for cause or otherwise failed to complete any project/contract that it was awarded by any federal, state or local government agency or private entity?

Yes _____ No _____

6. Has the firm ever been assessed or required to pay liquidated damages in connection with any project/contract that it was awarded by any federal, state or local government agency or private entity?

Yes _____ No _____

7. Has the firm ever had and business or professional license, registration, certificate or certification suspended or revoked?

Yes _____ No _____

8. Has the firm ever had any liens or other legal action taken against the firm as a result of its failure to pay workers, subcontractors or suppliers?

Yes _____ No _____

9. Has the firm ever been denied bonding or insurance coverage or been discontinued by a surety or insurance company?
- Yes _____ No _____
10. Has the firm ever been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or agency?
- Yes _____ No _____
11. Has the firm or any of its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any of the firm's business?
- Yes _____ No _____
12. Has the firm ever been the subject to any bankruptcy proceeding?
- Yes _____ No _____

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REFERENCE FORM
#26-018
DOMESTIC VIOLENCE CLASS FACILITATORS
COUNTY OF LANCASTER, PA

*Include in proposal response one (1) reference letter from each of the references provided below.
References should not be agencies or individuals employed within a County of Lancaster agency.*

1. Company Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

2. Company Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

3. Company Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
5 Address (number, street, and apt. or suite no.). See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

NO BID/PROPOSAL REPLY FORM

PROPOSAL TITLE: _____

PROPOSAL NUMBER: _____

To assist us in evaluating bids received for this acquisition and obtaining good competition on future invitations for bid, we ask that each firm that has received an Invitation for Bid, but does not wish to bid, complete the NO BID REPLY and return it to the above address. Please state the reason(s) below for not bidding being as complete as possible. This information is intended to improve the purchasing process and will not preclude receiving future Invitations for Bid unless removal from the Vendor's List is requested below, or a bid is not received, or, this form not returned.

Unfortunately, we must offer a "No Bid" at this time because:

____ 1. We do not wish to participate in the procurement process.

____ 2. We do not wish to submit a bid under the terms and conditions of the Invitation for Bid.

Our objections are:

____ 3. We do not feel we can be competitive.

____ 4. We cannot submit a bid because of the marketing or franchising policies of our company.

____ 5. We do not wish to sell to the County.

Our objections are:

____ 6. We do not sell the items/services on which bid requested.

In regard to our remaining on the County's Vendor List:

____ We wish to remain on the County's Vendor List.

____ We wish to be deleted from the County's Vendor List.

Firm Name

Signature

Date