

## **Request for Proposals**

Proposals, subject to the conditions contained herein, will be received by the Oneida County Department of Information Technology until 3:00 p.m., local time on Friday, September 20, 2024, for:

### **Oneida County Information Technology Professional Services**

#### **RFP- # 2024-397**

Proposals must be submitted as a single PDF to Tammie Sokolowski, Information Technology Project Manager by email at [tsokolowski@ocgov.net](mailto:tsokolowski@ocgov.net). The subject line of the email must contain the RFP number and title. Proposals received after the deadline will not be accepted.

Any questions concerning the RFP must be submitted in writing to [ocsupport@ocgov.net](mailto:ocsupport@ocgov.net) by September 04, 2024. Responses will be posted to the website by September 11, 2024.

Copies of the RFP may be examined at no expense at the Oneida County Department of Information Technology, or downloaded from the Oneida County website at <https://ocgov.net/departments/purchasing/rfps/>

The County reserves the right to reject any or all proposals received.

The County of Oneida, to promote its established Affirmative Action Plan, invites proposals from underrepresented groups. This Affirmative Action Policy regarding proposals and contracts applies to all persons without regard to age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status or political affiliation or belief.



Christopher K. Thiesen  
Director of Information Technology

Dated: August 22, 2024

## **Oneida County Information Technology Professional Services**

**RFP- # 2024-397**

### **GENERAL INFORMATION**

The County of Oneida, New York, is seeking proposals for an Information Technology Professional Services Agreement with multiple IT staffing vendors to enhance its IT capabilities. While the County's in-house IT team handles routine desktop, mobile, server, network, and database tasks, we seek additional available support, as needed, for advanced IT issues, surge capacity during high-demand periods, and specialized skills not currently available within our existing team. The selected vendors will provide expert support, manage large-scale projects, and offer unique technical expertise to complement our internal resources and ensure efficient IT operations.

Vendors will provide professional services in maintenance, implementation and support, at various levels of autonomy, to the Department and its supported agencies.

Oneida County is seeking a vendor(s) to:

- Demonstrate the ability to provide highly skilled resources to perform various technical duties within a reasonable timeframe following a request for services.
- Provide remote and onsite skilled information technology contractors for temporary to long term assignments supporting County voice and data systems.
- Work closely with the Director of Information Technology to meet staffing needs for specific skill, timing, cost and duration.
- Provide expert support in the areas of desktop and cellular technology, storage area networks, enterprise desktop management, virtualized server environments, networking, routing and switching.

The Information Technology Department is the primary user of this service. Information Technology will leverage this service to support all County departments including Emergency 911, the Sheriff's Department, and shared service municipalities, among others.

Oneida County operates two primary data centers and several secondary data centers, creating a private cloud environment. County network traffic from more than 30 physical locations in Utica, Rome, Oriskany, Barneveld and Taberg are routed through the County data centers for services that may include, but are not necessarily limited to, firewall protection, spam filtering, web filtering, email archiving, network storage and backup.

Data collected, stored, and processed by the County includes personally identifiable information (PII), electronic protected health information (ePHI) and others that may be protected by local, state and federal laws. In addition, the County operates numerous networks and systems that support critical government functions.

The successful vendors will be required to comply with all applicable Oneida County policies; state, federal and local laws and provide evidence of general liability insurance, umbrella coverage, and cyber-liability insurance. It is anticipated that a 3- year contract will be awarded with two 1-year renewal options. A sample agreement is annexed as Exhibit 2 hereto. Oneida County may select vendors for interview, and upon making an award, will notify the chosen vendors.

## **VENDOR PROFILE**

Vendors are asked to provide a description of their core competencies and model for recruiting and validating resource skills. Please include details on testing of resources, background checks performed and applicant reference checks. Specifics on successful support model relationships with other agencies of the scope and size of Oneida County are expected.

## **SERVICE CATEGORIES**

The County will only consider Professional Services directly related to the following IT Systems and Network Infrastructure, including assessments, design, statements of work, implementation, support, and maintenance inclusive of documentation, testing, and training:

- Firewalls
- IPS/IDS
- Network Engineering and management of VOIP systems
- Network Engineering of data systems
- Virtualization
- Audio Visual and Presentation equipment
- LAN/WAN/WWAN and Microwave
- Microsoft/Linux product support
- Complex IP Protocols
- Database design of MS ACCESS, SQL
- SCCM/Microsoft Intune
- Solarwinds, Nagios or other SNMP systems
- Enterprise Desktop Systems Support

All service categories being proposed must include detailed tasking demonstrating a clear understanding of anticipated duties.

## **RATES**

Vendors are asked to provide an hourly rate for each service category representative of the required skillset and remote vs onsite resource provisioned for the work. Rates may not increase for the first 12 months of the contract. Escalation in rates will be considered for years 2 and 3 as well as for each 1-year option, and if desired should be identified in the vendor's proposal made in response to this RFP. There will be no minimums charges, no service charges and rate premiums are to be identified in the proposal and shall include a detailed description of circumstances that shall cause a premium rate to go into effect.

## KEY PERSONNEL

Vendors are asked to identify personnel expected to play a key role on the team supporting Oneida County government. A narrative description of the role each person shall play is to be included. Resumes for key personnel are to be included with the proposal. Information Technology certifications held by each key person should be clearly identified in their resume. Extensive experience with Cisco products, VMWare and Microsoft products is highly important.

## REPORTING

The successful respondent will be expected to provide a monthly summary of hours expended in support of Oneida County. At a minimum, the monthly report shall include:

- Identification of each task performed.
- Summary of status, completion percentage, anticipated and actual start and end dates
- Number of hours billed for each task
- Name and rate of the individual completing each task

Vendors should include a sample format for the monthly report with their proposal.

## CONTRACT CONSIDERATIONS

1. Oneida County intends to award multiple vendors preferred vendor status. Actual services rendered by awarded vendors will be based solely on need. Contracts for services are set at a max combined annual dollar amount of \$150,000. The contracts are anticipated to be for, three (3) years with two (2), one (1) year renewal options.
2. A sample contract is annexed as Exhibit 2. Vendors should carefully review the sample before responding. This RFP and the successful proposal will become attachments to the resulting contract or agreement. All information contained within County contracts is a public record once you provide it and may be subject to public inspection and copying if not otherwise protected by federal or state law.
3. All proposers are hereby advised that Oneida County intends to contact references provided as a part of any proposal and may solicit and secure background information based on the information, including references, provided in response to this RFP. By submission of a proposal, all proposers agree to such activity and release Oneida County from all claims arising from such activity. Proposals will be evaluated based on the County's analysis and ranking of each firm's responses relative to the activities described in this RFP.
4. Scoring Criteria and Weights are as follows:

• Experience and availability of key personnel	30
• Demonstration of understanding	25
• Cost	25
• Strength of references	20
TOTAL: MAXIMUM POINTS	100

## ELEMENTS OF PROPOSAL

Each respondent's proposal should include:

- 1) A narrative description of the responding firm's approach to meeting Oneida County's needs as set forth in this RFP.
- 2) Resumes for key personnel, including all certifications and qualifications of key personnel.
- 3) A complete description of the respondent's capabilities for each service category, to include:
  - Firewalls
  - IPS/IDS
  - Network Engineering and management of VOIP systems
  - Network Engineering of data systems
  - Virtualization
  - Audio Visual and Presentation equipment
  - LAN/WAN/WWAN and Microwave
  - Microsoft/Linux product support
  - Complex IP Protocols
  - Database design of MS ACCESS, SQL
  - SCCM/Microsoft Intune
  - Solarwinds, Nagios or other SNMP systems
  - Enterprise Desktop Systems Support
- 4) A brief outline of your organization including:
  - a) Full legal name and address of the company.
  - b) Type of corporation or partnership
  - c) State of incorporation/formation
  - d) Year company was established.
  - e) Current number of employees
- 5) Three references from clients of the proposer who have utilized support services similar in size and scope to those described in this RFP. Please include each reference's name, contact name and email address.
- 6) A concise description of your firm's rates, pricing structure of solution proposal and invoicing process.
- 7) **Proposers must complete the certifications that accompany this RFP as Exhibit 1 and return such certifications with their proposal.**

## INDEMNIFICATION AND INSURANCE

As set forth in the accompanying sample contract, the County's indemnification and insurance requirements are as follows:

1. **INDEMNIFICATION.** Vendor will indemnify, hold harmless, and at the County's election defend, the County, its officers, agents, and employees from and against any and all claims, demands, actions, suits, proceedings, damages, liabilities, losses, settlements, judgments, whether or not involving a claim by a third party, including but not limited to reasonable attorneys' fees (collectively, "Claims")

actually or allegedly arising, whether directly or indirectly, from or related to: (a) any violation of law or breach or default on the part of Vendor in the performance of the Agreement, (b) any Claims arising out of an act or omission of Vendor, its officers, agents, or employees in connection with the Agreement; and (c) any third-party Claims which arise out of, relate to, or result from the Agreement, except to the extent adjudged to have resulted solely from the negligence or willful misconduct of the County or its officers, employees, or agents.

## 2. INSURANCE.

2.1. Vendor shall purchase and maintain insurance of the following types of coverage and limits of liability with an insurance carrier qualified and admitted to do business in the State of New York. The insurance carrier must have at least an A- (excellent) rating by A. M. Best.

2.1.1 Commercial General Liability (“CGL”) coverage with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products-completed operations, and personal and advertising injury. The County and any other parties required by the County shall be included as additional insureds. Coverage for the additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured(s).

2.1.2 Workers’ Compensation and Employers Liability pursuant to statutory limits.

2.1.3 Business Automobile Liability coverage with limits of at least \$1,000,000 each accident. Business Automobile Liability must include liability arising out of all owned, leased, hired and non-owned automobiles.

2.1.4 Excess/Commercial Umbrella insurance of at least \$5,000,000. Umbrella coverage must include the County as an additional insured. Such coverage for the County shall apply as primary and non-contributing before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by or provided to the additional insured.

2.1.5 Cyber Liability Insurance with limits not less than \$2,000,00 per occurrence and an aggregate of \$2,000,000. Coverage shall be sufficiently broad to respond to the duties and obligations as undertaken by Vendor by this Agreement, including but not be limited to, claims involving infringement of intellectual property including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the County in the care, custody, or control of Vendor.

2.1.6 Professional Liability including errors & omissions coverage at limits of \$2,000,000 each occurrence and \$2,000,000 aggregate.

- 2.2. Waiver of Subrogation. Vendor waives all rights against the County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the insurance policies maintained per the requirements stated above.
- 2.3. Prior to the Effective Date, Vendor shall provide certificates of insurance to the County evidencing the foregoing policies. Attached to each certificate of insurance shall be a copy of the additional insured endorsement that is part of each of Vendor's policies. These certificates and the insurance policies required above shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the County.

**EXHIBIT 1**  
**(Required Certifications)**



**IT IS UNDERSTOOD AND AGREED BY THE OFFEROR THAT:**

1. This Request for Proposals (hereinafter “RFP”) does not commit the County of Oneida (hereinafter the “County”) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. The County reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP.
2. The County reserves the right to amend, modify or withdraw this RFP, and to reject any proposals submitted, and may exercise such right at any time, without notice and without liability to any Offeror (hereinafter the “Applicant”) or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the Applicant.
3. Submission of a proposal will be deemed to be the consent of the Applicant to any inquiry made by the County of third parties with regard to the Applicant’s experience or other matters relevant to the proposal.
4. The awarded agreement may be terminated in whole or in part, by the County. Such termination shall not affect obligations incurred under the awarded agreement prior to the effective date of such termination.
5. Funds shall not be paid in advance and shall be used only for service as approved by the County. The County shall have no liability to anyone beyond funds appropriated and made available for the contract.
6. Any significant revision of the approved proposal shall be requested in writing by the Applicant and subject to approval by the County.
7. Necessary records and accounts, including financial and property controls, shall be maintained, and made available to County for audit purposes.
8. All reports of investigations, studies, publications, etc., made as a result of this proposal, information concerning individuals served, and/or studies under the project, are confidential and such information shall not be disclosed to unauthorized persons. Applicants acknowledge that the County is subject to Article 6 of the Public Officers Law.

All references to time contained in this RFP are Eastern Time. Applicants are encouraged to make their submissions in advance of the submission date, as the dates and times specified in this RFP may not be extended in the event Oneida County offices are closed for any reason, including, but not limited to, inclement weather.

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**NON-COLLUSION CERTIFICATION**

**(GML § 103-D)**

By submission of this Proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been stated in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal or the purpose of restricting competition.

I further certify that I have not, nor has my organization, been disqualified to contract with any municipality, including the County of Oneida, and I am, and/or my organization is, in a position to accept any contract subject to the provision of Section 103-d of the General Municipal Law.

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**SEXUAL HARASSMENT PREVENTION CERTIFICATION**

**(Lab. Law § 201-g)**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has, and has implemented, a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of his/her/its employees. Such policy, at a minimum, meets the requirements of Section 201-g of the Labor Law.

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**RECYCLING AND SOLID WASTE MANAGEMENT CERTIFICATION**

**(Res. No. 249 of 1999)**

The Oneida County Board of Legislators at its May 26, 1999, meeting passed Resolution No. 249 dealing with the inclusion of recycling and solid waste management provision in Oneida County contracts. All waste and recyclables generated by the contracting party shall be delivered to the facilities of the Oneida-Herkimer Solid Waste Authority.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that the bidder agrees to:

- 4. Comply with all applicable Federal, State and Local Statutes, rules and regulations, as may be amended, relating to the generation and disposition of recyclables and solid waste; and
- 5. Deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority
- 6. (hereinafter the "Authority"), all wastes and recyclables generated within the Authority's service area by performance of this contract by the bidder and any subcontractors. Upon awarding of this contract, and before work commences, the bidder will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area that are generated by the bidder and any subcontractors in performance of this contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

I certify that I understand and agree to comply with the terms and conditions of the Oneida County Recycling and Solid Waste Management Program (R-249). I further agree to provide Oneida County proof of such compliance.

*The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.*

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**IRAN DIVESTMENT ACT COMPLIANCE CERTIFICATION**

**(GML § 103-g)**

By submitting a bid in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, each bidder, any person signing on behalf of any bidder and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that to the best of his/her/its knowledge and belief, that each bidder and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a (3) (b).

Additionally, the bidder is advised that any bidder seeking to renew, extend or assume a contract award in response to this solicitation, must certify at the time the contract is renewed, extended, or assigned, that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a bidder is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment that is in violation of the Act within ninety (90) days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the bidder in default.

The County reserves the right to reject any bid from, or request for assignment for, a bidder that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any bidder that is awarded a contract and subsequently appears on the Prohibited Entities List.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief, she/he/it is not identified on the Prohibited Entities List.

*The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.*

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**PURCHASE OF TROPICAL HARDWOODS PROHIBITION CERTIFICATION**

**(SFL § 165)**

Pursuant to Section 165 of the State Finance Law, any bid, proposal or other response to a solicitation for bid or proposal that proposes or calls for the use of any tropical hardwood or wood product as defined by Section 165 of the State Finance Law in performance of the contract shall be deemed non-responsive.

This prohibition shall not apply to:

1. To bid packages advertised and made available to the public or any competitive and sealed bids received or entered into prior to August twenty-fifth, nineteen hundred ninety-one; or
2. To any amendment, modification or renewal of a contract, which contract was entered into prior to August twenty-fifth, nineteen hundred ninety-one, where such application would delay timely completion of a project or involve an increase in the total monies to be paid under that contract; or
3. Where the contracting officer finds that:
  - a) No person or entity doing business in the state is capable of performing the contract using acceptable non-tropical hardwood species; or
  - b) The inclusion or application of such provisions will violate or be inconsistent with the terms or conditions of a grant, subvention or contract with an agency of the United States or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or contract; or
  - c) The use of tropical woods is deemed necessary for purposes of historical restoration and there exists no available acceptable non-tropical wood species.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief, she/he/it is not submitting a bid which would be deemed non-responsive.

*The word "bid" shall be construed as if it read "proposal" and the word "bidder" shall be construed as if it read "Applicant", whenever the sense of this certification so requires.*

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **EXHIBIT 2**

(Sample Contract)

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”), effective upon the date of its full execution (“Effective Date”), is by and between the County of Oneida (“County”), a New York municipal corporation with its principal offices at 800 Park Avenue, Utica, New York, and \_\_\_\_\_ Inc. (“\_\_\_\_\_”), a New York domestic business corporation with its principal place of business at \_\_\_\_\_. The County and \_\_\_\_\_ are each a “Party,” and together, the “Parties.”

RECITALS

WHEREAS, the County has extensive information technology (“IT”) facilities and networks, and issued Request for Proposals No. 2024-\_\_\_\_ (“RFP”) seeking proposals from qualified firms to provide the County with professional information technology services, and a copy of the RFP is annexed as Exhibit B; and

WHEREAS, \_\_\_\_\_ responded to the RFP and offered to provide the services, as more fully described in its response (with cost proposal) to the RFP (the “Proposal”), and a copy of the Proposal is annexed as Exhibit C; and

WHEREAS, the County wishes to hire \_\_\_\_\_ to provide professional information technology services and \_\_\_\_\_ wishes to perform such services in exchange for the payments described herein.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the sufficiency of which the Parties expressly acknowledge, the Parties agree as follows:

3. THE SERVICES.

3.1. Upon authorization by the County, \_\_\_\_\_ shall provide the County with any or all of the following professional information technology services, as more fully described in the RFP and Proposal (collectively, the “Services”):

3.1.1 [insert].

3.1.2 [insert].

3.1.3 [insert].

3.1.4 Any services set forth in a Statement of Work between the County and \_\_\_\_\_, in substantially such form as annexed hereto as Exhibit D.

4. ACCEPTABLE USE POLICY. \_\_\_\_\_ shall require all of its employees and agents who have access to the Oneida County networks or IT facilities to acknowledge and agree to the Oneida County Information Technology Acceptable Use Policy.



5. TERM. The initial term of this Agreement shall commence upon the Effective Date and continue for three (3) years (“Initial Term”). The Parties may renew this Agreement for up to two (2) renewal terms of one (1) year each (each, a “Renewal Term”).
6. NON-EXCLUSIVE SERVICES. \_\_\_\_\_ expressly acknowledges that the County intends to use multiple vendors to provide professional information technology services, and that \_\_\_\_\_ is not entitled to perform any of the Services unless specifically authorized by the County, it being the County’s intention to select \_\_\_\_\_ and other vendors to provide professional information technology services on an as-needed basis.
7. PAYMENT. The County shall pay \_\_\_\_\_ as follows:
  - 7.1. For each Service requested and authorized by the County, the County shall pay \_\_\_\_\_ at the rates set forth in the Proposal, provided that the total fees paid pursuant to this Agreement shall not exceed \$\_\_\_\_\_. Where a payment is not described on a recurring basis (*i.e.*, annually or quarterly), it shall be paid only upon the actual performance of the Service upon authorization by the County and at such intervals as authorized by the County.
  - 7.2. \_\_\_\_\_ shall submit invoices to the County no later than the tenth day of each month detailing those Services provided in the previous month. The County shall pay \_\_\_\_\_ within 30 days of receipt of each such invoice, contingent upon audit and approval by the County’s Department of Audit and Control and the County Comptroller.
  - 7.3. If the County disputes any amount billed to it, then on or before the date the bill is payable the County shall identify the basis for the dispute and pay the amount of such invoice that is not in dispute. The Parties shall then attempt to resolve such dispute within thirty (30) days. If the Parties do not resolve such dispute within thirty (30) days, the County may notify \_\_\_\_\_ of a material breach of this Agreement as set forth in the Termination provision of this Agreement.
  - 7.4. For work performed pursuant to a SOW, the County shall pay \_\_\_\_\_ such amount as agreed in the SOW.
8. REPRESENTATIONS & WARRANTIES.
  - 8.1. From \_\_\_\_\_. \_\_\_\_\_ represents and warrants that all Services will be performed in a professional and workmanlike manner and in accordance with this Agreement and industry standards. \_\_\_\_\_ shall further comply with all federal, state, and local laws and regulations concerning the protection of personally identifiable information, payment card industry data, and protected health information.
  - 8.2. From Each Party. Each Party represents and warrants that it has the full right and authority to enter into, execute, and perform its obligations under this Agreement and that no pending or threatened claim or litigation known to it would have a

material adverse impact on its ability to perform as required by this Agreement.

9. INDEMNIFICATION. \_\_\_\_\_ will indemnify, hold harmless, and at the County's election defend, the County, its officers, agents, and employees from and against any and all claims, demands, actions, suits, proceedings, damages, liabilities, losses, settlements, judgments, whether or not involving a claim by a third party, including but not limited to reasonable attorneys' fees (collectively, "Claims") actually or allegedly arising, whether directly or indirectly, from or related to: (a) any violation of law or breach or default on the part of \_\_\_\_\_ in the performance of this Agreement, (b) any Claims arising out of an act or omission of \_\_\_\_\_, its officers, agents, or employees in connection with this Agreement; and (c) any third-party Claims which arise out of, relate to, or result from this Agreement, except to the extent adjudged to have resulted solely from the negligence or willful misconduct of the County or its officers, employees, or agents.

10. INSURANCE.

10.1. \_\_\_\_\_ shall purchase and maintain insurance of the following types of coverage and limits of liability with an insurance carrier qualified and admitted to do business in the State of New York. The insurance carrier must have at least an A- (excellent) rating by A. M. Best.

10.1.1 Commercial General Liability ("CGL") coverage with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products-completed operations, and personal and advertising injury. The County and any other parties required by the County shall be included as additional insureds. Coverage for the additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured(s).

10.1.2 Workers' Compensation and Employers Liability pursuant to statutory limits.

10.1.3 Business Automobile Liability coverage with limits of at least \$1,000,000 each accident. Business Automobile Liability must include liability arising out of all owned, leased, hired and non-owned automobiles.

10.1.4 Excess/Commercial Umbrella insurance of at least \$5,000,000. Umbrella coverage must include the County as an additional insured. Such coverage for the County shall apply as primary and non-contributing before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by or provided to the additional insured.

10.1.5 Cyber Liability Insurance with limits not less than \$2,000,00 per occurrence and an aggregate of \$2,000,000. Coverage shall be sufficiently broad to

respond to the duties and obligations as undertaken by \_\_\_\_\_ by this Agreement, including but not be limited to, claims involving infringement of intellectual property including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the County in the care, custody, or control of \_\_\_\_\_.

10.1.6 Professional Liability including errors & omissions coverage at limits of \$2,000,000 each occurrence and \$2,000,000 aggregate.

10.2. Waiver of Subrogation. \_\_\_\_\_ waives all rights against the County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the insurance policies maintained per the requirements stated above.

10.3. Prior to the Effective Date, \_\_\_\_\_ shall provide certificates of insurance to the County evidencing the foregoing policies. Attached to each certificate of insurance shall be a copy of the additional insured endorsement that is part of each of \_\_\_\_\_’s policies. These certificates and the insurance policies required above shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the County.

## 11. TERMINATION.

11.1. Termination for Cause. Either Party may terminate this Agreement for the other’s material breach by written notice. Such notice will specify in detail the nature of the breach and will be effective in 30 days, or more if specified in the notice, unless the other Party first cures the breach.

11.2. Termination for Convenience. The County may terminate this Agreement for convenience upon 30 days’ advance written notice to \_\_\_\_\_.

11.3. Payment Upon Termination. On the effective date of any termination of this Agreement, the County will pay \_\_\_\_\_ only for those Services provided up to such date.

## 12. INDEPENDENT CONTRACTOR

12.1. \_\_\_\_\_ and its employees, agents, personnel, officers, and servants shall be independent contractors. They shall not be deemed employees of County and therefore shall not make any claim, demand or application for any employee

benefit including, but not limited to, unemployment insurance, workers' compensation, retirement, paid absence, or health insurance. \_\_\_\_\_ covenants and agrees that it will conduct itself in accordance with its status as an independent contractor, and shall not hold itself out as, nor claim to be, an officer or employee of the County. The County and \_\_\_\_\_ shall have the right to participate in any conference, discussion or negotiation with any governmental agency regarding \_\_\_\_\_'s status as an independent contractor.

- 12.2. Payments to \_\_\_\_\_ shall be reported on IRS Form 1099, and the County shall not make any withholding for taxes or any other obligations. \_\_\_\_\_ shall be solely responsible for all applicable taxes, payroll deductions, workers' compensation insurance, and provision of health insurance where required. \_\_\_\_\_ shall indemnify and hold County harmless from all loss or liability incurred by \_\_\_\_\_ as a result of \_\_\_\_\_ not making such payments or withholdings.

13. CONFIDENTIAL INFORMATION. "Confidential Information" refers to the following items that one Party to this Agreement (the "Discloser") discloses to the other (the "Recipient"): (a) any document the Discloser marks "Confidential;" (b) any information the Discloser orally designates as "Confidential" at the time of disclosure, provided the Discloser confirms such designation in writing within ten (10) business days; (c) any information contained in the County's files that is confidential pursuant to any applicable provisions of federal, state and local laws, rules and regulations, including, but not limited to, the New York State Public Health Law and Regulations, the New York State Social Services Law and Office of Children and Family Services rules and regulations, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and shall not be disclosed except as authorized by law; and (d) any other nonpublic, sensitive information the Recipient should reasonably consider a trade secret or otherwise confidential. Notwithstanding the foregoing, Confidential Information does not include information that: (i) is in the Recipient's possession at the time of disclosure; (ii) is independently developed by the Recipient without use of or reference to Confidential Information; (iii) becomes known publicly, before or after disclosure, other than as a result of the Recipient's improper action or inaction; or (iv) is approved for release in writing by the Discloser. The Recipient is on notice that the Confidential Information may include the Discloser's valuable trade secrets.

- 13.1. Nondisclosure. The Recipient will not use Confidential Information for any purpose other than to facilitate the provision of services under this Agreement (the "Purpose"). The Recipient: (a) will not disclose Confidential Information to any employee or contractor of the Recipient unless such person needs access in order to facilitate the Purpose and executes a nondisclosure agreement with the Recipient with terms no less restrictive than those of this Section 10; and (b) will not disclose Confidential Information to any other third party without the Discloser's prior written consent. Without limiting the generality of the foregoing, the Recipient will protect Confidential Information with the same degree of care it uses to protect its own confidential information of similar nature and importance, but with no less

than reasonable care. The Recipient will promptly notify the Discloser of any misuse or misappropriation of Confidential Information that comes to the Recipient's attention. Notwithstanding the foregoing, the Recipient may disclose Confidential Information as required by applicable law or by proper legal or governmental authority. The Recipient will give the Discloser prompt notice of any such legal or governmental demand and reasonably cooperate with the Discloser in any effort to seek a protective order or otherwise to contest such required disclosure, at the Discloser's expense.

- 13.2. Injunction. The Recipient agrees that breach of this Section would cause the Discloser irreparable injury, for which monetary damages would not provide adequate compensation, and that in addition to any other remedy, the Discloser will be entitled to injunctive relief against such breach or threatened breach, without proving actual damage or posting a bond or other security.
  - 13.3. Termination & Return. With respect to each item of Confidential Information, the obligations of this Section 10 will terminate ten (10) years after the date of disclosure of the Confidential Information to the Recipient. Upon termination of this Agreement, the Recipient will return all copies of Confidential Information to the Discloser or certify, in writing, the destruction thereof.
  - 13.4. Retention of Rights. This Agreement does not transfer ownership of Confidential Information or grant a license thereto. The Discloser will retain all right, title, and interest in and to all Confidential Information.
  - 13.5. Exception & Immunity. Pursuant to the Defend Trade Secrets Act of 2016, 18 USC Section 1833(b), the Recipient is on notice and acknowledges that, notwithstanding the foregoing or any other provision of this Agreement:
  - 13.6. Immunity. An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that- (A) is made- (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
  - 13.7. Use of Trade Secret Information in Anti-Retaliation Lawsuit. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual- (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.
14. HIPAA ASSURANCES. In the event \_\_\_\_\_ creates, receives, maintains, or otherwise is exposed to personally identifiable or aggregate patient or other medical information defined as Protected Health Information ("PHI") in the Health Insurance Portability and Accountability Act of 1996 or its relevant regulations ("HIPAA") and otherwise meets the definition a Business Associate as defined in the HIPAA Privacy

Standards (45 CFR Parts 160 and 164), \_\_\_\_\_ shall:

- 14.1. Recognize that HITECH (the Health Information Technology for Economic and Clinical Health Act of 2009) and the regulations thereunder (including 45 C.F.R. Sections 164.308, 164.310, 164.312, and 164.316), apply to a business associate of a covered entity in the same manner that such sections apply to the covered entity;
- 14.2. Not use or further disclose the PHI, except as permitted by law;
- 14.3. Not use or further disclose the PHI in a manner that had the County done so, would violate the requirements of HIPAA;
- 14.4. Use appropriate safeguards (including implementing administrative, physical, and technical safeguards for electronic PHI) to protect the confidentiality, integrity, and availability of and to prevent the use or disclosure of the PHI other than as provided for by this Agreement;
- 14.5. Comply with each of the applicable requirements of 45 C.F.R. Part 162 if \_\_\_\_\_ conducts standard transactions for or on behalf of the County;
- 14.6. Report promptly to the County any security incident or other use or disclosure of PHI not provided for by this Agreement of which \_\_\_\_\_ becomes aware;
- 14.7. Ensure that any subcontractors or agents who receive or are exposed to PHI (whether in electronic or other format) are explained \_\_\_\_\_'s obligations under this paragraph and agree to the same restrictions and conditions;
- 14.8. Make available PHI in accordance with the individual's rights as required under the HIPAA regulations;
- 14.9. Account for PHI disclosures for up to the past six (6) years as requested by the County, which shall include: (i) dates of disclosure, (ii) names of the entities or persons who received the PHI, (iii) a brief description of the PHI disclosed, and (iv) a brief statement of the purpose and basis of such disclosure;
- 14.10. Make its internal practices, books, and records that relate to the use and disclosure of PHI available to the U.S. Secretary of Health and Human Services for purposes of determining the County's compliance with HIPAA; and
- 14.11. Incorporate any amendments or corrections to PHI when notified by the County or enter into a Business Associate Agreement or other necessary Agreements to comply with HIPAA.
- 14.12. Notwithstanding any other provision of this Agreement, the County may immediately terminate this Agreement if it determines that \_\_\_\_\_ breaches any term in this Section. Alternatively, the County may give written notice to \_\_\_\_\_ in the event of a breach and give \_\_\_\_\_ five (5) business days to cure such breach. The County shall also have the option to immediately stop all further disclosures of PHI to \_\_\_\_\_ if the County

reasonably determines that \_\_\_\_\_ has breached its obligations under this Section. In the event that termination of this Agreement is not feasible, \_\_\_\_\_ hereby acknowledges that the County shall be required to report the breach to the Secretary of the U.S. Department of Health and Human Services, notwithstanding any other provision of this Agreement to the contrary.

14.13. Upon the termination of this Agreement, unless otherwise directed by the County, \_\_\_\_\_ shall either return or destroy all PHI received from the County or created or received by \_\_\_\_\_ on behalf of the County in which \_\_\_\_\_ maintains in any form. \_\_\_\_\_ shall not retain any copies of such PHI. Notwithstanding the foregoing, in the event that \_\_\_\_\_ determines that returning or destroying the Protected Health Information is infeasible upon termination of this Agreement, \_\_\_\_\_ shall provide to the County notification of the condition that makes return or destruction infeasible. To the extent that it is not feasible for \_\_\_\_\_ to return or destroy such PHI, the terms and provisions of this Agreement shall survive such termination or expiration and such PHI shall be used or disclosed solely as permitted by law for so long as \_\_\_\_\_ maintains such Protected Health Information.

15. **ADDITIONAL TERMS AND CONDITIONS.**

15.1. Notices. Notices pursuant to this Agreement will be sent by certified mail, return receipt requested, to the addresses first set forth above or to such other address as either Party may designate in writing.

15.2. Assignment & Successors. \_\_\_\_\_ may not convey, sub-contract, or assign this Agreement or any of its rights or obligations hereunder without the County's express written consent. Except to the extent forbidden in this subsection, this Agreement will be binding upon and inure to the benefit of the Parties' respective successors and assigns.

15.3. No Waiver. Neither Party will be deemed to have waived any of its rights under this Agreement by lapse of time or by any statement or representation other than by an authorized representative in an explicit written waiver. No waiver of a breach of this Agreement will constitute a waiver of any other breach of this Agreement.

15.4. Choice of Law & Jurisdiction: This Agreement and all claims arising out of or related to this Agreement will be governed solely by the laws of the State of New York without regard to its conflicts of laws principles. The Parties consent to the personal and exclusive jurisdiction of the federal and state courts of Oneida County, New York for all claims arising out of or related to this Agreement, including without limitation tort claims.

15.5. Construction. The Parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either Party by reason of authorship.

15.6. Entire Agreement. The terms of this Agreement, including any attachments,

amendments, addendums or appendixes attached hereto, constitute the entire understanding and agreement of the Parties and cancels and supersedes all prior negotiations, representations, understandings or agreements, whether written or oral, with respect to the subject matter of this Agreement. By signing below, the Parties agree and acknowledge that they have read, understood and agreed to all the terms contained in Exhibit A-Standard Oneida County Conditions, attached hereto.

- 15.7. Amendment. This Agreement may not be amended except through a written agreement by authorized representatives of each Party.
- 15.8. Advice of Counsel. Each party acknowledges that, in executing this Agreement, such Party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Agreement.
- 15.9. Severability. In the event that a portion of this Agreement is found illegal, invalid, contrary to public policy, or unenforceable by a court of competent jurisdiction, then the surviving remainder of the Agreement shall continue in full force and effect.
- 15.10. Execution in Counterparts. This Agreement may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument.

[SIGNATURES APPEAR ON FOLLOWING PAGE]



IN WITNESS THEREOF, the Parties have executed this Agreement.

County of Oneida \_\_\_\_\_

By: \_\_\_\_\_  
Anthony J. Picente, Jr.  
Oneida County Executive

By: \_\_\_\_\_  
[name]  
[title]

Date: \_\_\_\_\_

Date \_\_\_\_\_

Approved

\_\_\_\_\_  
Andrew Dean, Esq.  
Deputy County Attorney-Administration

# **EXHIBIT A**

(Standard Oneida County Conditions)

## STANDARD ONEIDA COUNTY CONDITIONS

The County of Oneida ("County") and \_\_\_\_\_ ("Contractor"), for good consideration, agree to be bound by the following clauses which are hereby made a part of the foregoing Agreement:

1. EXECUTORY OR NON-APPROPRIATION CLAUSE.

The County shall have no liability or obligation under this Contract to the Contractor or to anyone else beyond the annual funds being appropriated and available for this Contract.

2. ONEIDA COUNTY BOARD OF LEGISLATORS: RESOLUTION #249 SOLID WASTE DISPOSAL REQUIREMENTS.

Pursuant to Oneida County Board of Legislator Resolution No. 249 of May 26, 1999, the Contractor agrees to deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority, all waste and recyclables generated within the Authority's service area by performance of this Contract by the Contractor and any subcontractors. Upon awarding of this Contract, and before work commences, the Contractor will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area which are generated by the Contractor and any subcontractors in performance of this Contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

3. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS.

- a. Lobbying. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the Contractor certifies that:
  - i. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

- ii. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form 111 "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - iii. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts and that all subcontractors shall certify and disclose accordingly.
- b. Debarment, Suspension and other Responsibility Matters. As required by Executive Order 12549, Debarments and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 83.105 and 85.110,
  - i. The Contractor certifies that it and its principals:
    - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
    - B. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - C. Are not presently indicted or otherwise criminally or civilly charged by a Government entity (federal, state or local) with commission of any of the offenses enumerated in subparagraph (B), above, of this certification; and
    - D. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state, or local) for cause or default;

- ii. Where the Contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Contract.
- c. Drug-Free Workplace (Contractors other than individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Contractors, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:
  - i. The Contractor will or will continue to provide a drug-free workplace by:
    - A. Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
    - B. Establishing an ongoing drug-free awareness program to inform employees about:
      - 1) The dangers of drug abuse in the workplace;
      - 2) The Contractor's policy of maintaining a drug-free workplace;
      - 3) Any available drug counseling, rehabilitation, and employee assistance program; and
      - 4) The penalties that may be imposed upon an employee for drug abuse violation occurring in the workplace;
    - C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (A), above;
    - D. Notifying the employee in the statement required by paragraph (A), above, that as a condition of employment under the Contract, the employee will:
      - 1) Abide by the terms of the statement; and

2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;

E. Notifying the County, in writing within ten (10) calendar days after having received notice under subparagraph (D)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to:

Director, Grants Management Bureau, State Office Building Campus, Albany, New York 12240. Notice shall include the identification number(s) of each affected contract.

F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), above, with respect to any employee who is so convicted;

1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A),(B),(C),(D),(E) and (F), above.

ii. The Contractor may insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of Performance (street, address, city, county, state, zip code).

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d. Drug-Free Workplace (Contractors who are individuals). As required by the Drug-Free Workplace act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Contractors that are individuals, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

- i. As a condition of the contract, the Contractor certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the Contract; and
- ii. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract activity, the Contractor will report the conviction, in writing, within ten (10) calendar days of the conviction, to:

Director, Grants Management Bureau, State Office Building  
Campus, Albany, NY 12240. Notice shall include the  
identification number(s) of each affected Contract.

4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).

When applicable to the services provided pursuant to the Contract:

- a. The Contractor, as a Business Associate of the County, shall comply with the Health Insurance Portability and Accountability Act of 1996, hereinafter referred to as "HIPAA," as well as all regulations promulgated by the Federal Government in furtherance thereof, to assure the privacy and security of all protected health information exchanged between the Contractor and the County. In order to assure such privacy and security, the Contractor agrees to enact the following safeguards for protected health information:
  - i. Establish policies and procedures, in written or electronic form, that are reasonably designed, taking into consideration the size of, and the type of activities undertaken by, the Contractor, to comply with the Standards for Privacy of Individual Identifiable Health Information, commonly referred to as the Privacy Rule;
  - ii. Utilize a combination of electronic hardware and computer software in order to securely store, maintain, transmit, and access, protected health information electronically; and

- iii. Utilize an adequate amount of physical hardware, including but not limited to, locking filing cabinets, locks on drawers, other cabinets and office doors, in order to prevent unwarranted and illegal access to computers and paper files that contain protected health information of the County's clients.
- b. This agreement does not authorize the Contractor to use or further disclose the protected health information that the Contractor handles in treating patients of the County in any manner that would violate the requirements of 45 CFR § 164.504(e), if that same use or disclosure were done by the County, except that:
  - i. The Contractor may use and disclose protected health information for the Contractor's own proper management and administration; and
  - ii. The Contractor may provide data aggregation services relating to the health care operations of the County.
- c. The Contractor shall:
  - i. Not use or further disclose protected health information other than as permitted or required by this contract or as required by law;
  - ii. Use appropriate safeguards to prevent the use or disclosure of protected health information other than as provided for in this Contract;
  - iii. Report to the County any use or disclosure of the information not provided for by this Contract of which the Contractor becomes aware;
  - iv. Ensure that any agents, including a subcontractor, to whom the Contractor provides protected health information received from, or created or received by the Contractor on behalf of the County, agrees to the same restrictions and conditions that apply to the Contractor with respect to such protected health information;
  - v. Make available protected health information in accordance with 45 CFR §164.524;



- vi. Make available protected health information for amendment and incorporate any amendments to protected health information in accordance with 45 CFR §164.528;
  - vii. Make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528;
  - viii. Make its internal practices, books, and records relating to the use and disclosure of protected health information received from, or created or received by, the Contractor on behalf of the County available to the Secretary of Health and Human Services for purposes of determining the County's compliance with 45 CFR § 164.504(e)(2)(ii); and
  - ix. At the termination of this Contract, if feasible, return or destroy all protected health information received from, or created or received by, the Contractor on behalf of the County that the Contractor still maintains, in any form, and retain no copies of such information; or, if such return or destruction is not feasible, extend the protections of this Contract permanently to such information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- d. The Contractor agrees that this contract may be amended if any of the following events occurs:
- i. HIPAA, or any of the regulations promulgated in furtherance thereof, is modified by Congress or the Department of Health and Human Services;
  - ii. HIPAA, or any of the regulations promulgated in furtherance thereof, is interpreted by a court in a manner impacting the County's HIPAA compliance; or
  - iii. There is a material change in the business practices and procedures of the County.
- e. Pursuant to 45 CFR § 164.504(e)(2)(iii), the County is authorized to unilaterally terminate this Contract if the County determines that the Contractor has violated a material term of this Contract.

5. NON-ASSIGNMENT CLAUSE.

In accordance with Section 109 of the General Municipal Law, this Contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the County's previous written consent, and any attempts to do so are null and void. The Contractor may, however, assign its right to receive payments without the County's prior written consent unless this Contract concerns Certificates of Participation pursuant to Section 109-b of the General Municipal Law.

6. WORKER'S COMPENSATION BENEFITS.

In accordance with Section 108 of the General Municipal Law, this Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

7. NON-DISCRIMINATION REQUIREMENTS.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other state and federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a Contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Contract shall be performed within the State of New York, the Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 of the Labor Law, the Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. The Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Contract and forfeiture of all monies due hereunder for a second or subsequent violation.

8. WAGE AND HOURS PROVISIONS.

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 of the Labor Law, neither the Contractor's employees nor the employees of

its subcontractors may be required or permitted to work more than the number of hours or days stated in said Articles, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, the Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the County of any County-approved sums due and owing for work done upon the project.

9. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 103-d of the General Municipal Law, if this Contract is awarded based upon the submission of bids, the Contractor certifies and affirms, under penalty of perjury, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

(1) the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition. The Contractor further affirms that, at the time the Contractor submitted its bid, an authorized and responsible person executed and delivered to the County a non-collusive bidding certification on the Contractor's behalf.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertaining to performance under this Contract (hereinafter, collectively, "the Records"). The Records shall include, but not be limited to, reports, statements, examinations, letters, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, electronic files, e-mails (and all attachments thereto), rules, regulations and codes. The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The County Comptroller, the County Attorney and any other person or entity authorized to conduct an audit or examination, as well as the agency or agencies involved in this Contract, shall have access to the Records during normal business hours at an office of the Contractor within the County or, if no such office is available, at a mutually agreeable and

reasonable venue within the County, for the term specified above, for the purposes of inspection, auditing and copying. The County shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute"), provided that: (a) the Contractor shall timely inform an appropriate County official, in writing, that said records should not be disclosed; (b) said records shall be sufficiently identified; and (c) in the sole discretion of the County, designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the County's right to discovery in any pending or future litigation. Notwithstanding any other language, the Records may be subject to disclosure under the New York Freedom of Information Law, for other applicable state or federal law, rule or regulation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

- a. Identification Number(s). Every invoice or claim for payment submitted to a County agency by a payee, for payment for the sale of goods or service or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. This number includes any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Where the payee does not have such number or numbers, the payee, on its invoice or claim for payment, must state with specificity the reason or reasons why the payee does not have such number or numbers.
- b. Privacy Notification. (i) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the County is mandatory. The principle purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their liabilities and to generally identify persons affected by the taxes administered by the New York State Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (ii) The personal information is requested by the County's purchasing unit contracting to purchase goods or services or lease the real or personal property covered by this Contract.

12. CONFLICTING TERMS.

In the event of a conflict between the terms of the Contract (including any and all attachments thereto and amendments thereof) and the terms of this Addendum, the terms of this Addendum shall control.

13. GOVERNING LAW.

This Contract shall be governed by the laws of the State of New York except where the Federal Supremacy Clause requires otherwise.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that all wood products to be used under this Contract award will be acquired in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the sole responsibility of the Contractor to establish to meet with the approval of the County.

In addition, when any portion of this Contract involving the use of woods, whether for supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with approval of the County; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the sole responsibility of the Contractor to establish to meet with the approval of the County.

15. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.

The Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa).

16. GRATUITIES AND KICKBACKS.

- a. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request; influencing the content of any specification or procurement standard; rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application; request for ruling,

determination, claim, or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

- b. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

#### 17. AUDIT

The County, the State of New York, and the United States shall have the right at any time during the term of this agreement and for the period limited by the applicable statute of limitations to audit the payment of monies hereunder. The Contractor shall comply with any demands made by the County to provide information with respect to the payment of monies made hereunder during the period covered by this paragraph. The Contractor shall maintain its books and records in accordance with generally accepted accounting principles or such other method of account which is approved in writing by the County prior to the date of this agreement. The revenues and expenditures of the Contractor in connection with this agreement shall be separately identifiable. Each expenditure or claim for payment shall be fully documented. Expenditures or claims for payment which are not fully documented may be disallowed. The Contractor agrees to provide to, or permit the County to examine or obtain copies of, any documents relating to the payment of money to the Contractor or expenditures made by the Contractor for which reimbursement is requested to be made or has been made to the Contractor by the County. The Contractor shall maintain all records required by this paragraph for 7 years after the date this agreement is terminated or ends.

If the Contractor has expended, in any fiscal year, \$300,000.00 or more in funds provided by a federal financial assistance program from a federal agency pursuant to this agreement and all other contracts with the County, the Contractor shall provide the County with an audit prepared by an independent auditor in accordance with the Single Audit Act of 1984, 31 U.S.C. §§ 7501, et seq., as amended, and the regulations adopted pursuant to such Act.

#### 18. CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT.

Pursuant to Section 103-g of the General Municipal Law, by submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each bidder or Contractor, or any person signing on behalf of any bidder or Contractor, and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the Office of General Services (hereinafter "OGS") website, that to the best of its knowledge and belief, that each bidder or Contractor and

any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a(3)(b).

Additionally, the bidder or Contractor is advised that once the Prohibited Entities List is posted on the OGS website, any bidder or Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a bidder or Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he, she or it has ceased engagement in the investment which is in violation of the Iran Divestment Act of 2012 within ninety (90) days after the determination of such violation, then the County shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the bidder or Contractor in default.

The County reserves the right to reject any bid or request for assignment for a bidder or Contractor that appears on the Prohibited Entities List prior to the award of a Contract and to pursue a responsibility review with respect to any bidder or Contractor that is awarded a Contract and subsequently appears on the Prohibited Entities List.

#### 19. PROHIBITION ON TOBACCO AND E-CIGARETTE USE ON COUNTY PROPERTY

Pursuant to Local Law No. 3 of 2016, the use of tobacco and e-cigarettes are prohibited on Oneida County property, as follows:

- a. For the purposes of this provision, the “use of tobacco” shall include:
  - i. The burning of a lighted cigarette, pipe, cigar or other lighted instrument for the purpose of smoking tobacco or a tobacco substitute;
  - ii. The use of tobacco and/or a substance containing tobacco or a tobacco substitute by means other than smoking, including: chewing; holding in the mouth; or expectoration of chewing tobacco.
- b. For the purposes of this provision, “e-cigarette” shall mean an electronic device composed of a mouthpiece, heating element, battery and electronic circuit that delivers vapor which is inhaled by an individual user as he or she simulates smoking.

- c. For the purposes of this provision, “on Oneida County property” shall be defined as:
  - i. Upon all real property owned or leased by the County of Oneida;  
and
  - ii. Within all County of Oneida-owned vehicles or within private vehicles when being used for a County of Oneida purpose, except that a driver may smoke in a privately-owned vehicle being used for a County of Oneida Purpose if the driver is the sole occupant of the vehicle.
  
- d. Each violation of this Local Law No. 3 of 2016 shall constitute a separate and distinct offense and may be punishable by a fine of up to \$200.00 for a first offense and up to \$1,000.00 for subsequent offenses.

20. COMPLIANCE WITH NEW YORK STATE LABOR LAW § 201-G

The Contractor shall comply with the provisions of New York State Labor Law § 201-g.



# **EXHIBIT B**

(Request for Proposals)

# **EXHIBIT C**

(Proposal)

# **EXHIBIT D**

(Statement of Work)

## STATEMENT OF WORK

Project Title: \_\_\_\_\_

This Statement of Work Number \_\_\_\_ (this “SOW”) is entered into pursuant to the Professional Services Agreement, dated \_\_\_\_\_, 2024 (“Agreement”), between the County of Oneida (“County”), a New York municipal corporation with its principal offices at 800 Park Avenue, Utica, New York, and \_\_\_\_\_ (“\_\_\_\_\_”), a New York domestic business corporation with its principal place of business at \_\_\_\_\_.

This SOW is incorporated into the Agreement. In the event of any conflict between this SOW and the Agreement, the main body of the Agreement will govern. The provisions of this SOW govern only the subject matter hereof and not any other subject matter covered by the Agreement. Capitalized terms not otherwise defined in this SOW will have the meanings given in the main body of the Agreement.

1. Professional Services & Deliverables. \_\_\_\_\_ will provide the following additional services: [Insert description of professional services. Include technical specifications for any deliverables, materials to be used, types of labor to be employed (with the rates therefore), and any subcontractors to be utilized, or include reference to specifications attached to this SOW.]  
\_\_\_\_\_
2. County Cooperation. The County will reasonably cooperate with \_\_\_\_\_ in the provision of such additional services and will provide the following assistance: [Insert description of County responsibilities, or insert “N/A” if not applicable.]  
\_\_\_\_\_
3. Payment. For providing the services described in this SOW, the County will pay \_\_\_\_\_ as follows: [Insert detailed breakdown of costs and payment schedule. Insert any payment/invoicing terms not already covered in main body of Agreement.]  
\_\_\_\_\_
4. Additional Provisions. In addition, the Parties agree as follows: [Insert additional

terms or "N/A" if not applicable.]

This SOW is effective as of the latest date of execution set forth below.

COUNTY OF ONEIDA

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[insert]

[insert]

Date: \_\_\_\_\_

Date: \_\_\_\_\_