

REQUEST FOR PROPOSALS (RFP)

Consultant to support NY ESInet readiness for the

Greene County Department of Emergency Services

1. Introduction

The county of Greene is seeking to engage the services of a qualified firm to guide the implementation of Next Gen 911 and Esi-Net readiness requirements. In 2025 Greene County processed 22,000 911 calls from its six-position dispatch center. We are currently in the process of upgrading the 911 call handling equipment to meet NENA i3 standards, however professional guidance is needed to support the other aspects of ESInet readiness. This is a grant funded project under SFY2026 Esinet Readiness Grant Program.

2. Project Overview

This project will provide technical guidance coupled with best practices to assist Greene County in meeting the NENA i3 NG911 standards and ensuring the county is ready for integration with the State Esinet program. Vendor will be expected to review grant guidance documents to ensure projects fall within the scope allowed. Selected vendor is expected to conduct both virtual and in-person meetings with key individuals within Greene County Emergency Services.

3. Detailed Scope of Work

Expected minimum services

1. Review of current operating systems
2. Review current and expected future grant awards to ensure alignment of projects to priorities and requirements.
3. Identify single points of failure through interview and inspection.
4. Identify equipment, software or protocols which need to be updated
5. Provide detailed written recommendations to meet the i3 standard

6. Provide recommendations above and beyond the minimum standard based on industry best practices
7. Act as technical expert for the county during planning, procurement and implementation of new technologies, systems, or equipment.

4. Vendor Qualifications and Selection Process

Proposer must have experience in providing the services described within this RFP and be authorized to operate within Greene County NY. Chosen vendor will be required to complete a Vendor Responsibility Profile and Equal Employment Opportunity staffing forms. The selected vendor must not be affiliated with, or have a financial stake in, any company that provides equipment or services to Greene County Emergency Services.

Staff of the Department of Emergency Services will review proposals. Greene County may conduct interviews with one or more proposers. The Greene County Legislature has ultimate authority to award the project.

- Greene County assumes no responsibility or liability for costs incurred by respondents to this RFQ, including any requests for additional information, interviews, or negotiations; and
- All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment, affirmative action, nondiscrimination, civil rights, prevailing wage, Americans with disabilities, and record keeping.
- Greene County anticipates that this RFP will meet its needs for consultants to complete the aforementioned services and is conducting this process in accordance with the procurement rules and procedures established and known at the time of the release of this RFP. Contract language with the successful consultant (s) shall include the appropriate State and Federal language regarding the provision of services to the County.
- Greene County requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Business Owned Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Article 17-B for participation by Service-Disabled Veteran Owned Businesses.
- Companies working on Grant funded projects will be required to submit staffing forms and vendor responsibility profiles as required by the specific grant project.

Evaluation Criteria:

Greene County at its sole discretion, will select the most qualified vendor based on the best value evaluation of the following criteria:

- Relevance of previous experience;
- Prior experience with the County of Greene or comparable municipal entities;
- Demonstrated capacity to complete assignments and manage projects in a timely manner;
- Minority and/or women owned business enterprise or service-disabled veteran business certification; and
- Cost effectiveness of proposed remuneration schedule.

5. Proposal Submission Requirements

- Brief description of the firm's qualifications, principals, and areas of expertise;
- A detailed description of the firm's operating process including applicable estimated timeline milestones.
- A narrative demonstrating proposer's expertise and thorough understanding of the NENA i3 standard, Next Gen 911 metrics, and Esinet readiness objectives.
- A list of clients and relevant projects;
- Specific references, preferably from counties or agencies within New York State
- A remuneration schedule showing hourly rates for project team members and any other supplemental expenses typically incurred for the services described, which will become the fee schedule.
- NYS Vendor Certification(s), as applicable, on the NYS Contract System for any vendor that is certified as a Minority or Women-Owned Business Enterprise (MWBE) or Service-Disabled Veteran Owned Business Enterprise. If applicable, provide the Vendor DBA, Certification Types, and Certification numbers.
- Any other information proposer deems relevant.

Paper bids must be received by: 2:00 PM, August 21st, and addressed to:

Daniel King, Greene County Emergency Services, 25 Volunteer Drive, Cairo NY 12413.
Electronic bids will not be accepted.

6. Administrative & Legal Requirements

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18) found on the county website <https://greenecountyny.gov/category/rfp/> and must include the executed acknowledgment as part of the bid submission.

All bids are to be accompanied by a signed Certificate of Non-Collusion

Proposals submitted under this request for proposal are subject to public disclosure under the New York State Freedom of Information Law.

Awarded vendor will be required to submit an EEO staffing plan and Vendor Responsibility Profile.

GREENE COUNTY TITLE VI NOTICE: Greene County hereby gives public notice that it is the County of Greene's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Greene County receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Greene County. Any such complaint must be in writing and filed with the County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained at no cost to the complainant on our website at www.GreenecountyNY.Gov or by calling (518) 719-3540.

MWBE AND SDVOB INCLUSIONS: Greene County requires its consultants working on New York State funded projects (when applicable) to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Owned Business Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards (when applicable) through Executive Article 17-B for participation by Service-Disabled Veteran Owned Businesses. Certified Minority and/or Women Owned Business Enterprises as well as Service-Disabled Veteran Owned Businesses are encouraged to respond to the RFP.

Appendix A — Certificate of Non-Collusion

To: County of Greene

Date: _____

RE: ATTACHED PROPOSAL

I, _____: HEREBY CERTIFY, as follows:

1. That the attached proposal has been independently arrived without collusion with any other bidder or with any competitor or potential competitor.
2. That the proposal has not been knowingly disclosed prior to the opening of proposals to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a proposal.
4. That the statements are accurate, under penalty of perjury.
5. For Corporate Bidder: That attached hereto is a certified copy of a resolution authorizing the execution of this certificate by the undersigned of this proposal on behalf of the authorizing entity.

Signature of Officer

Title

Name of Company or Corporation

Address of Company or Corporation

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965).

Appendix B

BIDDERS AND VENDORS ACKNOWLEDGEMENT

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County's policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained therein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of the above referenced policy(ies), he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed, in their entirety, at www.greenegovernment.com on _____, _____, 2026.

By: _____
Bidder/Vendor

Company Name: _____

Dated: _____, _____, 2026

Appendix C — Debarment & Suspension Certification

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS -
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge 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; and
 - b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or the commission of embezzlement, theft, forgery, bribery, falsification, the destruction of records, making false statements, or receiving stolen property; and
 - c. Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. If the prospective primary participant is unable to certify to any of the statements in this certification, the participant must attach an explanation to this RFQ.

Signature of Officer

Title

Name of Firm

Date

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/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 OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/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/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/it has ceased engagement in the investment which is in violation of the Act within 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/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/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/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that
he/she is the _____ of the
_____ Corporation and that neither the Bidder/Contractor
nor any proposed subcontractor is identified on the Prohibited Entities List.

Sworn to before me this _____

Day of _____, 20__

Notary Public

SIGNED

INCORPORATION FORM

FIRM NAME: _____

FEDERAL EMPLOYER ID NO. OR SOCIAL SECURITY NO.: _____

DATE OF ORGANIZATION: _____

DATE FILED: _____

STATE FILED IN: _____

TYPE OF ENTITY:

- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED LIABILITY COMPANY (LLC)
- ☐ SOLE PROPRIETOR
- ☐ DOING BUSINESS AS (DBA)

IF PUBLICLY OWNED:

LIST PRINCIPAL STOCKHOLDERS (5% OF OUTSTANDING SHARES):

LIST OFFICERS AND DIRECTORS NAME AND TITLES:

IF A PARTNERSHIP:

LIST PARTNERS NAME(S):
