

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, April 5, 2022 | Zoom Platform

Present: S. Pronti, J. Matteson, A. Hendrix

Excused: A. Iles

Staff: R. Avila, D. Achilles

Guest:

Call to Order

Chairman Pronti called the meeting to order at 8:19 a.m.

Approval of Minutes - March 1, 2022

It was moved by Mr. Matteson, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the minutes of March 1, 2022.

Approval to Contract for the One-Stop System Operator

It was moved by Mr. Matteson, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve to contract for the One-Stop System Operator.

Approval of the Workforce Development Board Logo

It was moved by Mr. Matteson, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the Workforce Development Board logo.

FINANCIAL REPORTS - February 2022

Ms. Achilles reported that the February 2022 financial reports for the Workforce Development Board are on track except for a couple of expenditure lines. The Board wage and fringe lines will increase once the Deputy Director is hired.

Ms. Achilles reported that the February 2022 financial reports for the Office of Employment and Training will see an increase in wage and fringe due to hiring a Communication Specialist that will start May 2, 2022.

Ms. Achilles reported that the participants wage, and fringe will increase due to the Career Center holding recruiting days to do more outreach and have seen a significant change in the number of youths from January to February.

Ms. Achilles reported that the rent line will increase once the Office of Employment and Training contract agreement is signed with NYSDOL.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported the 2022 Summer Youth Employment RFP closed on March 3, 2022. There were 4 bidders who replied to the RFP: Office of Employment and Training, Ithaca Youth Bureau, Conscious Connection Consulting LLC. and Village of Ithaca.

Ms. Avila reported the Board has not received the allocation for the 2022 Summer Youth Employment. The Board is estimating that we will receive approximately the amount that we received in 2021.

ONE STOP OPERATIONS AND OVERSIGHT

Ms. Avila reported that Ms. Franzese has accepted the position of Chair of the One Stop Operations and Oversight Committee.

Ms. Avila reported that Ms. Mouillesseaux will be presenting to the Committee on employer services at the Tuesday, May 10th meeting.

GOVERNANCE AND MEMBERSHIP

Ms. Avila reported that Ms. Babuka has accepted the position of Chair of the Governance and Membership Committee. The Committee discussion will be on filling the Vice-chair position for the full Board and re-appointment of expiring terms current Board members.

Ms. Avila reported that Mr. Lance has retired, and Ms. Fiacco will be assuming the Mandated Partner - ACCESS VR seat on the Board once appointed by the Legislature at Tuesday, April 19th meeting.

INDIVIDUALS WITH DISABILITIES

Ms. Avila reported that the Committee has a meeting Tuesday, April 12, 2022 and will meet every other month. The Committee will have two Board members and seven partner from the Community.

DIRECTOR'S REPORT

Ms. Avila reported that the Board has received the DRC NY Scion NOA on Thursday, March 31, 2022.

Ms. Avila reported to the Committee that the MOU is currently with the finance department at the State.

Ms. Avila reported that the next full Board meeting industry briefing will be a presentation from Cheryl Mayforth, Director from Jefferson County.

Ms. Avila reported that the Board's contract with Ms. Mattick has approximately 5 to 6 hours of services. On Monday, April 4, 2022 we met with Ms. Mattick for 3 hours to review the financial process.

Ms. Avila reported resolution to pay the Office of Employment and Training rent to NYSDOL for July 2018 - December 2021. In addition will increase the budget for 2022 for the difference in the new agreement. The Legislature also approved the resolution for the Board to relocate to Trust Company building with additional funds for rent. The resolution was executed by the Tompkins County Legislature on Thursday, March 17, 2022.

Ms. Avila reported the Executive Committee will have to new members: Ms. Franzese and Ms. Babuka, who will join at the Tuesday, May 3, 2022 meeting.

The meeting adjourned at 8:57 a.m.



*Workforce
Development
Board*

Tompkins County Workforce Development Board
Budget Statement
28-Feb-22

66.67% of yr.

	Budget	Feb-21	Feb-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	272,789	15,024.39	13,124.77	117,966.80	154,822.20	43%
Fringe	143,660	7,917.85	6,781.58	61,938.66	81,721.34	43%
Rent/Taxes	19,926	1,636.00	1,685.00	13,137.00	6,789.00	66%
Professional Services	6,000	0.00	0.00	4,500.00	1,500.00	75%
Office Supplies	1,000	0.00	54.43	629.56	370.44	63%
Office Furniture	1,000	0.00	0.00	939.96	60.04	94%
Heat/Electric	1,275	0.00	0.00	393.43	881.57	31%
Software/Hardware	1,500	0.00	833.00	1,234.58	265.42	82%
Computer Equipment	1,500	0.00	0.00	1,422.51	77.49	95%
Postage	35	0.00	0.00	29.40	5.60	84%
Travel Training	4,500	195.00	0.00	2,238.62	2,261.38	50%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	100.93	104.01	927.38	1,072.62	46%
Membership Dues	5,000	0.00	900.00	900.00	4,100.00	18%
Sub Contracts	1,521,823	54,333.78	68,528.14	875,753.10	646,069.90	58%
IT Services	1,100	824.00	240.00	240.00	860.00	22%
Books, Subs & Periodicals	630	0.00	40.00	360.00	270.00	57%
Advertising	360	0.00	64.25	147.75	212.25	41%
Program Expenses	6,400	40.00	0.00	4,533.24	1,866.76	71%
Printing	3,000	0.00	0.00	69.03	2,930.97	2%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,994,498	80,071.95	92,355.18	1,087,361.02	907,136.98	55%

	Budget	Feb-21	Feb-22	YTD	Balance	YTD % of Budget
Revenue						
WIOA Admin	71,000	0.00	3,675.95	44,037.39	26,962.61	62%
WIOA Adult	253,164	0.00	23,196.82	120,220.30	132,943.70	47%
WIOA Dislocated Worker	152,102	0.00	15,410.57	73,618.91	78,483.09	48%
WIOA Youth	446,000	0.00	28,035.25	184,530.01	261,469.99	41%
Disability Employment Initiative (RFMH)	70,064	0.00	0.00	30,930.40	39,133.60	44%
DEI Grant Round 8	74,000	0.00	0.00	65,495.04	8,504.96	89%
SYEP	351,969	0.00	0.00	351,969.00	0.00	100%
County	280,960	0.00	12,702.52	111,883.11	169,076.89	40%
Tourism	3,600	0.00	1,130.75	1,130.75	2,469.25	31%
TET-NDWG	73,500	0.00	0.00	22,365.08	51,134.92	30%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, U	85,000	0.00	0.00	85,000.00	0.00	100%
Disability Resource Coordinator - DRC	100,000	0.00	0.00	0.00	100,000.00	0%
Ticket to Work	25,000	0.00	0.00	16,928.80	8,071.20	68%
Total Revenue	1,994,498	0.00	84,151.86	1,108,108.79	886,389.21	56%

*All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.
This is not an operating expense concern.

Tompkins County Office of Employment Training
Budget Statement
28-Feb-22

66.67% of yr.

	Budget	Feb-21	Feb-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	21532.93	30360.21	209994.42	150544.58	58%
Fringe	188,148	11347.87	15687.11	110123.38	78024.62	59%
Rent/Taxes	14,981	0.00	0.00	6396.63	8584.37	43%
Copier Contract	647	21.10	57.89	310.49	336.51	48%
Phone Maintenance	1285	0.00	0.00	0.00	1285.00	0%
Office Supplies	452	48.49	0.00	30.43	421.57	7%
Postage	376	0.00	46.40	81.20	294.80	22%
Travel Training	5,259	0.00	1575.00	3947.15	1311.85	75%
Local Travel	3,903	29.49	0.00	257.27	3645.73	7%
Phone	6404	421.51	556.07	3911.26	2492.74	61%
Membership Dues	226	0.00	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	0.00	480.00	711.54	1811.46	28%
Computer Software/Hardware	1,753	0.00	1466.61	1741.52	11.48	99%
IT Services	1,714	0.00	1460.93	1460.93	253.07	85%
Printing	1379	0.00	21.88	308.74	1070.26	22%
Supportive Services	26,000	774.30	1943.49	8860.90	17139.10	34%
Tuition	59458	1342.02	9713.00	48488.00	10970.00	82%
Participant Wages	105000	2990.65	4545.84	24397.26	80602.74	23%
Participant Fringe	13,350	299.06	583.24	3106.61	10243.39	23%
Total Expenditures	793,397	38807.42	68497.67	424127.73	369269.27	53%

**Tompkins County Workforce Development Board
Request for Qualifications
RFQ Response Document**

Name of Organization: Tompkins Workforce New York Career Center Consortium

Address: 171 E. MLK Jr. St, Center Ithaca Building, Suite 241, Ithaca, NY 14850

Primary Contact: Jackie Mouillesseaux, Director, Tompkins County Office of Employment & Training and Kip Cerasaro, Manager, Division of Employment & Workforce Solutions, NYSDOL

Phone Number: Jackie Mouillesseaux: 607-272-7570 Kip Cerasaro: 607-272-7570

Email Address: jmouillesseaux@tompkins-co.org and kip.cerasaro@labor.ny.gov

A. What are the Mission and goals of your organization?

Tompkins Workforce New York is a coordinated, employment and training service center for individuals, job seekers, and businesses in Tompkins County. Workforce New York consists of eleven local partners that provide guidance, resources and services to assist job seekers with job search functions, job and career transitions, training and support in securing resources available to address systemic barriers they may be facing. Simultaneously, Workforce New York and its partners serve businesses by hosting and promoting recruitment events, matching employers with qualified candidates for open positions, and developing strategies and education for reimagining the workplace to ensure business success and employee retention in the post-pandemic era. Tompkins Workforce proudly strives to make Tompkins County a strong, economic community that intentionally creates opportunities and addresses issues of equity and access through workforce initiatives.

Tompkins Workforce provides individualized training funding for customers meeting specific eligibility criteria; adults, dislocated workers and youth/young adults. Resources and funding can be applied to various training and education programs to improve skills that increase the marketability and competitiveness of the job seeker. Job LINK, the youth/young adult program provides comprehensive employment training, work readiness, youth development and educational opportunities designed to prepare youth/young adults ages 14-24 for the workforce.

B. Who are the primary customers you serve?

We serve a universal population with special emphasis and funding for the following priority populations: individuals with disabilities and/or individuals facing a variety of systemic barriers, Veterans, displaced workers, individuals impacted by the pandemic / other types of closings, low income individuals and families, individuals who are 55+, and youth ages 14-24 facing systemic barriers.

C. What are the primary services you currently offer?

Through the partnership, the following services are available for job seekers;

One Stop Virtual Services and Assistance – employment counseling, referral to partner agencies and resources, internal referrals for Career Center services

One-on-One Job Search Assistance and Labor Market Info

Workshops and Job Training

Job Bank: <http://laborny.jobs>

Access to Job Search and Career Websites

Unemployment and Employment Resource Orientation

Comprehensive Career Assessments

Career Counseling and Exploration

Meet the Employer, Employer Recruitment Events, Career Fairs and other Community Events

Disability Services and Work Incentives
Youth/Young Adults - Worker Readiness, Employment and Educational Support
Through the partnership, we offer the following services for our businesses;
Reimagining the Workplace Culture employer education series (to be offered starting fall 2022)
Job Postings on the Job Bank: <http://laborny.jobs>
Computerized Match to Job Seekers
Labor Market Information
Funding for Training (On the Job Training)
Customized Recruiting
Ticket-to-Work, ADA and Social Security Benefits Advisement/Consultation
Layoff/Transition Assistance
Rapid Response Coordination
Language Translation Services

D. What motivates your organization to consider applying to be the Tompkins Workforce Development System One-Stop Coordinator/Operator?

The three consortium partners (Office of Employment and Training, NYSDOL Division of Employment & Workforce Solutions and Tompkins County Department of Social Services) have been active participants of the One Stop Center and the Partnership for nearly twenty-five years. We interact daily with job seeking customers and businesses, understand their needs and work well together to provide access to research, resources and solutions. We believe we can offer strategic, effective and successful programs, meet performance expectations and generate results for Tompkins County.

E. Please provide any additional pertinent information that you think might be of interest to the TCWDB at this time.

We believe this function is best served as a consortium with multiple partners, perspectives, resources and areas of expertise. The three partners in this proposal have program management responsibilities, are currently responsible for development, oversight and implementation of services and can carry out these functions within the scope of their positions and obligations. Quarterly meetings will provide opportunities for stronger connections and continued improvement for partner agencies. Bi-monthly meetings and comprehensive surveys of the public will help assess the effectiveness of the partnership in delivering services to the community and will focus on customer feedback about access and equity of services, customer flow, marketing materials and outreach efforts, performance and collaboration in the community.

Attachment A

CERTIFICATION

Bidders must certify that they will comply with the following requirements, if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Sign an Anti-discrimination Clause and comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
2. Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no Federal funds will be used to attempt to influence any Federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Sign a certification that they have and have implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees;
6. Agree to provide training without any duplication of costs (charging both SYEP and another funding source for the same expense);
7. Provide a copy of their most recent financial audit before contract execution;
8. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that Tompkins Workforce New York Career Center Consortium (name of bidder organization) will comply with the above requirements.

Jackie Mouillesseaux
Name

Director, Tompkins County Office of Employment & Training
Title

Jackie Mouillesseaux 03/22/2022
Signature and Date

Attachment A

ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

(a) The contractor will not discriminate against any employee or applicant for employment for any of the following: race, creed, color, ethnicity, military service, marital status, disability, sexual preference, perceived gender, national origin, or status as an ex-offender, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

(b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with a written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.

(c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.

(d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.

(e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.

(f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly **Attachment A**

before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will

include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

GENERAL CONDITIONS ACCEPTED BY:

Firm: Tompkins Workforce New York
Career Center Consortium

By: [Signature]

Date: 03/22/2022

Title: Tompkins County
Office of Employment & Training
Director

Attachment A

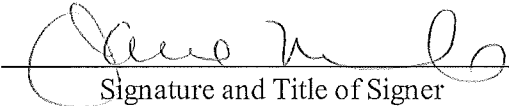
COUNTY OF TOMPKINS
GENERAL CONDITIONS
NON-COLLUSION CERTIFICATE

NON-COLLUSIVE CERTIFICATION:

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

1. The prices in this bid/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 bidder/proposer or with any competitor;
2. Unless otherwise required by law, the prices that have been quoted in this package have not been knowingly disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

Name of Bidder/Proposer Jackie Mouillesseaux / Tompkins Workforce New York Career Center Consortium

Signature and Title of Signer  Director, Tompkins County Office of Employment + Training

Date 03/22/2022

NOTE:

A bid/proposal shall not be considered for award nor shall any award be made where (a) 1, 2 and 3 above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement that sets forth in detail the reason(s) therefore. Where (a) 1, 2, and 3 above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

Attachment A

- A. An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- B. Recruitment and retention policies that assure a diverse workforce;
- C. A workplace environment that is welcoming and supportive of all;
- D. Awareness, understanding and education regarding diversity issues;
- E. Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- F. A workforce ethic that embraces diversity and makes in the norm for all interactions, including delivery of services to the public.

Respondents are encouraged to include an outline of their diversity policy in their proposal response.

Contract Re-Assignment:

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

Corporate Compliance:

FEDERAL FUNDING COMPLIANCE: The Respondent agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at www.tompkins-co.org or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statues, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer of subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Qualifications, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

Attachment A

Iranian Energy Sector Divestment:

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said respondent has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty -five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector of Iran.

Any respondent who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

(1)“By submission of this response to solicitation, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).”

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent who cannot make the certification on a case-by-case basis under the following circumstances:

- (1)The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or
- (2)The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins would be unable to obtain the goods or services for which the Bid is offered. Such determination shall be made by the County in writing and shall be a public document.

COUNTY OF TOMPKINS
GENERAL CONDITIONS
BIDDER'S STATEMENT ON SEXUAL HARASSMENT

IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139—1

In accordance with State Finance Law §139-1, which generally prohibits the County from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Dated: 23rd, New York March, 20 22

Tompkins Workforce New York Career Center Consortium
Name of Bidder

[Signature]
Signature of Authorized Official

Jackie Mouillesseaux, Director, Tompkins County
Printed or Typed Name of Official and Title Office of Employment & Training

Sworn to before me this
23rd day of March

[Signature]

DIANE M. ACHILLES
Notary Public, State of New York
Reg. No. 01AC6367609
Qualified in Tompkins County
Commission Expires November 20, 2025

Attachment A Contractor's Representation—Livable Wage Policy

Livable Wage Policy: By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.”

Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract qualifications

The Current Living Wage: The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$14.28 per hour if the employer contributes at least half the cost of an employee's health insurance/benefit cost and \$15.37 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2021.

Requirement of All Contractors: As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.

Covered Employees include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

Excluded Employees are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

Contractor's Living Wage Representation

1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? ~18 (insert number)

2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes

No

3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?

Full-time _____ Part-time _____

Print Contractor Name: Tompkins Workforce New York Career Center Consortium

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to

maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract. If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

Tompkins County Vendor Responsibility Questionnaire

VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR		<input type="checkbox"/> SUB-CONTRACTOR	
IDENTIFICATION NUMBER: 15-6000469		WEBSITE ADDRESS: www.tompkinsworkforceny.org	
VENDOR'S LEGAL BUSINESS NAME: Tompkins County / Tompkins Workforce New York		D/B/A - DOING BUSINESS AS: (if applicable) N/A	
ADDRESS OF PRIMARY PLACE OF BUSINESS: 125 E. Court St. / 171 E. State / MLK Jr. St. Ithaca NY 14850 / Suite 241, Center Ithaca Bldg Ithaca NY 14850		ADDRESS OF PRIMARY PLACE OF BUSINESS IN NEW YORK STATE (if different):	
TELEPHONE: 607-274-5526		TELEPHONE:	
FAX:		FAX:	
AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE:			
NAME: Jackie Mouillesseaux			
TITLE: Director, Office of Employment & Training, Tompkins County			
TELEPHONE: 607-272-7570			
EMAIL: jmouillesseaux@tompkins-co.org			
LIST ALL OF THE VENDOR'S PRINCIPLE OWNERS:			
NAME: N/A		TITLE: N/A	
NAME: N/A		TITLE: N/A	
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES", AND MUST BE PROVIDED AS ANO ATTACHMENT TO THE COMPLETE QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. YOU MUST NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
1. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, OR D/B/A OTHER THAN THOSE LISTED ABOVE? List all other business name(s), Federal Employer Identification Number(s) or D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
2. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service.</i>			
b) An officer of any political party organization in Tompkins County, whether paid or unpaid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>			
3. WITHIN THE PAST FIVE (5) YEARS HAS THE VENDOR, ANY INDIVIDUAL(S) SERVING IN A MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNER(S), OFFICER(S), MAJOR STOCKHOLDER(S), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:			
a) 1. Been suspended or terminated by a local, state or federal authority in connection with a contract or contracting process;			
2. Been disqualified for cause as a Bidder on any permit, license, concession franchise or lease;			
3. Entered into an agreement to a voluntary exclusion from bidding/contracting;			
4. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state, or federal government contract;			

5. Been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or
6. Had a local, state, or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.
 YES NO

b) Been indicted, convicted, received a judgment against them or a grant of immunity for any business related conducting constituting a crime under local, state or federal including but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? YES NO

c) Been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:
1. Federal, state or local health laws, rules or regulations. YES NO

4. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?
Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied". YES NO

5. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:
a) File any returns or pay any applicable federal, state or city taxes?
Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. YES NO

b) File returns or pay New York State unemployment insurance?
Indicate the year(s) the vendor failed to file/pay the insurance and the current status of the liability. YES NO

c) Property Tax
Indicate the year(s) the vendor failed to file. YES NO

6. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR IT'S AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR IT'S AFFILIATES REGARDLESS OF THE DATE OF FILING?
Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending, or have been closed. If closed, provide the date closed. YES NO

7. IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. YES NO

8. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:
a) Defaulted or been terminated on, or had its surety called upon to complete any contract (public or private) awarded;
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency. YES NO

TOMPKINS COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN#

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting Tompkins County in making a determination regarding an award of Contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in Contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about submitting vendor's business and operations;
- Understands that Tompkins County will rely on the information supplied in the questionnaire when entering into a Contract with the vendor;
- Is under duty to notify the Tompkins County Purchasing Division of any material changes to the vendor's responses.

Name of Business: Tompkins Workforce New York Career Center Consortium

Signature of Owner

Jane W. [Signature]

Printed Name of Signatory

Jackie Mouillesseaux

Title

OET Director

Address:

171 E. MLK St., Center Ithaca, Suite 241

City, State, Zip

Ithaca NY 14850

Sworn before me this 23 day of March, 2022;

Notary Public

Diane M. Achilles

Printed Name

Diane M. Achilles

Signature

March 23, 2022

Date

DIANE M. ACHILLES
Notary Public, State of New York
Reg. No. 01AC6367609
Qualified in Tompkins County
Commission Expires November 20, 2025