

**LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA**

**WEDNESDAY, MARCH 11, 2026**

**9:15 a.m. – Conference Room #701, 7th Floor**

*The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website.*



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Ray D'Agostino.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the March 4, 2026 Commissioners' Meeting Minutes.
4. Reannouncement: There is no Work Session scheduled for Tuesday, March 17, 2026 and no Commissioners' Meeting scheduled for Wednesday, March 18, 2026.
5. Old Business:
6. New Business:
  - a. **Proclamation – Black History Month**  
Blanding Watson, President, NAACP  
Rev. Roland Forbes, President, IntraCity Progressive Pastor Association  
Nelson Polite, President, African American Historical Society of South Central Pennsylvania  
Josh Hunter, Director, Crispus Attucks Community Center
  - b. **Proclamation – Procurement Month**  
Linda Schreiner, Director, Purchasing
  - c. **Behavioral Health and Developmental Services – Grant Award with Lancaster County Housing and Redevelopment Authority**  
Lawrence George, County Administrator/Chief Clerk
  - d. **Children & Youth Agency – Transportation Plan and Memorandum of Understanding**  
Lawrence George, County Administrator/Chief Clerk
  - e. **Purchasing Department on behalf of Information Technology -**  
Vincent Cash, Buyer II, Purchasing Department  
Ian Rowell, Technical Services Manager, Information Technology

**Renewal Agreement with CDWG for Software**

**Renewal Agreement with CDWG for Firewalls**

- f. **Purchasing Department -**  
Linda Schreiner, Director

**Agreement with Workday, Inc. for Database Testing**

**Agreement with Workday, Inc. for Training Credits**

- g. **Purchasing Department on behalf of General Services – Agreement with DSC Solutions, LLC for Custodial Services**  
James Catigano, Buyer II, Purchasing Department  
Carmen Simone, Deputy Director, General Services
- h. **Commissioners’ Office – Resolution No. 15 of 2026: Cash Rounding Policy**  
Amy Campbell, Deputy Chief Clerk

7. Business from Guests

8. Adjourn



County Commissioners  
Ray D'Agostino, Chairman  
Joshua G. Parsons, Vice-Chairman  
Alice Yoder, Commissioner

# PROCLAMATION

## Black History Month - Centennial Recognition

February 26, 2026

WHEREAS, In 1926, Dr. Carter G. Woodson, first established "Negro History Week" and later expanded in 1976 established as "Black History Month" to encourage the recognition of achievements of African-Americans; and

WHEREAS, Abraham L. Polite, one of the founding members of the Lancaster Branch of the NAACP and a key member in the establishment of the Crispus Attucks Center, led Lancaster County to join Dr. Woodson in 1926 in recognizing the contributions of African-Americans; and

WHEREAS, February, 2026 marks one hundred years since the first national recognition of the accomplishments and contributions of great African American pioneers and institutions in American History; and

WHEREAS, historically, Lancaster County played a significant role in African American history and the cause of freedom for all people. This history includes the underground railroad, and the "Christiana Riot" or "Christiana Resistance," which some consider to be the unofficial first battle of the civil war, where armed citizens of Lancaster County, including many local African Americans, actively resisted southerners seeking to recapture escaped slaves here; and

WHEREAS, Lancaster County has been and is home to many prominent Black citizens, including Stephen Smith, William Whipper, Lydia Hamilton Smith in connection with the work of Thaddeus Stevens, Harriet Sweeney, Abraham L. Polite, Ruby M. Payne Cook, and Carrie Foster; and

WHEREAS, these individuals and many more men and women have made significant contributions to Lancaster County and to American society, including in medicine, science, art, religion, education, entertainment and served our country in the United States military; and

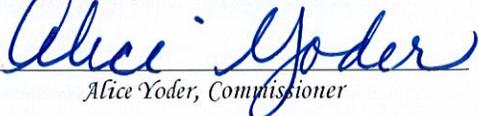
WHEREAS, Lancaster County is fortunate to have many local community, faith-based and historical organizations focused on preserving the history of African-Americans in Lancaster County; and

WHEREAS, We are grateful for the leaders in our community throughout. We honor those in Lancaster County and beyond who have worked, led, and served their communities in their respective fields, and fought for freedom and achieving the American Dream.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, that the County of Lancaster does hereby celebrate the month of February 2026 as  
----- *Black History Month* -----

in Lancaster County. The Lancaster County Board of Commissioners recognize and appreciate the benefits of "Black History Month" to our culture and urge all Lancaster County citizens to take the opportunity to explore this rich history.



  
\_\_\_\_\_  
Ray D'Agostino, Chairman  
  
\_\_\_\_\_  
Joshua G. Parsons, Vice Chairman  
  
\_\_\_\_\_  
Alice Yoder, Commissioner

Board of Commissioners of  
Lancaster County, Pennsylvania



County Commissioners  
Ray D'Agostino, Chairman  
Joshua G. Parsons, Vice-Chairman  
Alice Yoder, Commissioner

# PROCLAMATION

## Procurement Month

March 11, 2026

WHEREAS, the public procurement profession plays a significant part in the efficiency and effectiveness of both government and business; and

WHEREAS, in addition to the purchase of goods and services, procurement adds value to the organization by performing such functions as executing, implementing and administering contracts, developing strategic procurement strategies and cultivating working relationships with suppliers and other departments within the organization; and

WHEREAS, the Lancaster County Purchasing Department has been a member of the National Institute of Governmental Purchasing (NIGP) for over 45-years; and

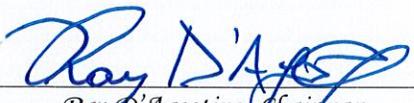
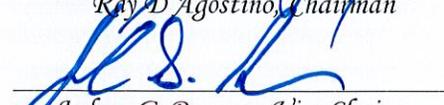
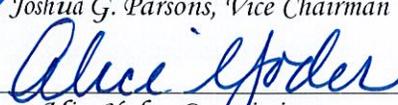
WHEREAS, the Lancaster County Purchasing Department recognizes, supports and practices the Public Procurement Values and Guiding Principles of Accountability, Ethics, Impartiality, Professionalism, Service and Transparency established by NIGP, as fundamental tenets of the public procurement profession; and

WHEREAS, the Lancaster County Purchasing Department works to ensure that purchases made by and for the County are done with the best interest of Lancaster County taxpayers in mind; and

WHEREAS, NIGP has recognized the month of March as Procurement Month to further expand the awareness of the purchasing professional's important function with governmental officials, the general public, business and corporate leaders.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, that the County of Lancaster does hereby celebrate the month of March 2026 as ----- Procurement Month ----- in Lancaster County and recognize the substantial role of the purchasing profession within business, industry and government.



  
Ray D'Agostino, Chairman  
  
Joshua G. Parsons, Vice Chairman  
  
Alice Yoder, Commissioner

Board of Commissioners of  
Lancaster County, Pennsylvania

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

<b><u>Grant Award With:</u></b>	Lancaster County Housing and Redevelopment Authority Lancaster, PA
<b><u>Purpose:</u></b>	To accept funds from the Home4Good Eviction Prevention Grant that will provide assistance to families in BHDS' mental health program to help them maintain stable housing.
<b><u>Amount/Term:</u></b>	\$19,768.00 for the period from January 27, 2026 through January 12, 2027.
<b><u>Funding:</u></b>	Federal Home Loan Bank of Pittsburgh and Pennsylvania Housing Finance Agency (PHFA).

3/11/26

**CONTRACT FOR THE DELIVERY OF PUBLIC SERVICES  
BY AND BETWEEN THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
AND  
LANCASTER COUNTY BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES**

This Contract entered into this 27 day of January, 2026 by and between the Redevelopment Authority of the County of Lancaster (Authority), Commonwealth of Pennsylvania, and Lancaster County Behavioral Health and Developmental Services (Grantee), a county government organization located at 750 Eden Road, Lancaster, Pennsylvania.

Witnesseth That:

Whereas, Home4Good is a collaborative initiative between the Federal Home Loan Bank of Pittsburgh (FHLBank Pittsburgh) and the Pennsylvania Housing Finance Agency (PHFA) to provide grant funds to help those who are experiencing homelessness or at risk of homelessness. And

Whereas, Home4Good funds are allocated to the CoCs within the Commonwealth to serve the most critical needs through the homelessness response system; and

Whereas the Grantee has submitted an application to address needs and been approved by Home4Good for receiving fund; and

Whereas, the Authority desires to enter into Contracts with the Grantee.

Now, Therefore, intending to be legally bound, the parties do mutually agree as follows in Section I:

I. Project Description – Scope of Work see Appendix A

II. Records and Reports

In addition to any special reports and/or program records required in Section I; the following records and reports must be submitted to the Authority and maintained by the Grantee:

- A. The Grantee shall complete and submit a Monthly Report, using Neighborly, to the Authority, by the 10<sup>th</sup> of each month, and at or before the time when payment of expenses for that month's operations is requested. The report shall provide sufficient detail for the Authority to evaluate the program, including attendance and activities undertaken.
- B. The Grantee shall maintain financial records as specified in 2 CFR Part 200.
- C. The Grantee must utilize Lancaster County's Homeless Management Information System (HMIS) also known as Empower Lancaster and must comply with all policies and procedures established for the use of the HMIS. The HMIS memorandum of understanding and code of ethics is found in Appendix D and are agreed to as part of this contract. All indicators noted in Section I, above will be derived from data in HMIS.
- D. The Authority reserves the right to inspect the Grantee's records related to this program at any reasonable time. All records regarding the services provided and the program operated by the Grantee shall be available to HUD, the Authority, the Comptroller General of the United States, or

any of their duly authorized representatives. Records related to this Contract and grant must be maintained by the Grantee for the greater of five (5) years or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

1. Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for five (5) years after the expenditure of all funds from the grant under which the program participant was served; and

### III. Uniform Administrative and Program Management Standards and Cost Principles

Grantee shall comply with the requirements and standards of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### IV. Audit

- A. The Grantee shall reserve non-ESG funds for an audit of its fiscal records by a Certified Public Accountant independent of the Grantee's organization. As conducted and specified below, the Audit Report and Supplemental Attachments shall be maintained as part of the Grantee's permanent program records.
- B. The Grantee shall conduct an independent program-wide audit on a yearly basis in conformance with 2 CFR Part 200. The audit shall contain appropriate tests for compliance with this Contract and for compliance with applicable federal standards and assurances of the same where necessary.
- C. The Grantee must reimburse the Authority if costs are questioned and found invalid in the audit, if the Grantee has failed to meet the terms of this Contract, or if the Grantee refuses to accept conditions imposed by the Authority or by HUD either in this Contract or as stated in formal letters from the Authority to the Grantee in follow-up to program monitoring visits by the Authority.
- D. The Grantee shall conduct and submit the audit to the Authority, in accordance with Section IV, Subpart E below, within 180 days after the close of the Grantee's fiscal year. With prior written notification to the Authority, the Grantee may submit the audit later than the 180 days but within the one-year maximum audit submission period provided by 2 CFR Part 200.
- E. The Grantee shall forward to the Authority audited financial statements including, but not limited to, copies of the Audit Report, copies of the auditor's concerns and informal findings contained in the Summary of Accounting and Internal Control Systems, copies of the Auditor's Report on Compliance, and, if prepared, copies of the Auditor's Management Letter within 30 days of the issuance of the documents in accordance with 2 CFR Part 200. The Grantee shall also inform the Authority in writing of any and all corrective actions resulting from the audit.

### V. Compensation and Method of Payment

- A. The Authority agrees to compensate the Grantee for the specified expenses related to operation of the Program specified under this Contract, provided that the Grantee shows satisfactory performance and progress, in the maximum amount indicated in Appendix B.

**B. Requests for Reimbursement:**

1. The Grantee shall be reimbursed for the specific types of services provided by the program described below which are determined to be eligible under this Contract in the following manner and under the following conditions:
  - a. For purposes of this Contract, the Grantee will be reimbursed based on a serviceable unit as described in Appendix B.
  - b. For purposes of this Contract, the Grantee shall certify the allowability and eligibility of the units of service hereunder by submitting its Monthly Invoice for reimbursement to the Authority using Neighborly. In this regard, the burden of proof shall rest with the Grantee. The Authority shall retain the right to determine the eligibility of the units of service for reimbursement.
  - c. For purposes of this Contract, program services that are directly or indirectly reimbursed by other funding sources shall not be counted as, or construed to be, an eligible unit of service reimbursable hereunder. The Grantee may only include in its Monthly Invoices those units for which it does not receive reimbursement from any other sources.
2. The Grantee must maintain appropriate and necessary documentation supporting the Monthly Invoices submitted for reimbursement for services provided hereunder and detailing the types of service. It shall be available for review by the Authority at all reasonable times upon request, as delineated in Section II above.
3. The Authority shall retain the right, after consultation with the Grantee, to determine the final eligibility and allowability of the units of service provided and claimed for reimbursement by the Grantee hereunder.

**C. Limitation of Reimbursement:**

The Grantee's monthly invoices for reimbursement shall be limited as follows:

1. The Authority shall not provide cash advances to the Grantee for anticipated costs. The Authority shall release all grant funds to the Grantee only as a reimbursement for actual costs incurred for the level of program services provided during the previous month.
2. The Grantee certifies that it will not accumulate grant funds in reserve. Any interest earned on reimbursements that exceed actual costs incurred during the previous month shall be governed by Section VI - Program Income.
3. The Grantee must be able to certify its compliance with the above provisions at all times by maintaining the appropriate supporting financial documentation and transaction records and by making the documentation available to the Authority at all reasonable times upon request as delineated in Section II above.

**D. Budget Revisions:**

1. Deviations from Appendix B related to the use of grant funds, may be made only with the prior written approval of the Authority.

E. Ten Percent Withholding:

Ten percent of the total reimbursement or grant may be withheld pending verification that all services and terms of the Contract have been fulfilled including, but not limited to, the submission and acceptance of a financial Audit Report and Supplemental Attachments and the Annual Report. The Authority shall inform the Grantee in writing 30 days prior to the expiration date of this Contract if this clause is to be enforced.

F. Limitation of Authority's Obligation:

Funds hereby obligated to the Grantee, which remain unspent at the end of the term of the Contract will revert to the Authority.

VI. Program Income

A. Definition of Program Income:

1. Program income means gross income received by the Grantee directly generated from the use of grant funds. When such income is generated by an activity that is only partially assisted with grant funds, the Program income shall be pro-rated to reflect the percentage of grant funds actually used by the Grantee. Grantee shall account for Program income in accordance with the standards included in 2 CFR Part 200, 24 CFR Part 576, 24 CFR Part 578 and 24 CFR Part 500. Program income includes, but is not limited to, the following:
  - a. Proceeds from the disposition by sale or long-term lease of rental property purchased or improved with grant funds;
  - b. Proceeds from the disposition of equipment purchased with grant funds;
  - c. Gross income from the use or rental of real or personal property acquired with grant funds, less the costs incidental to the generation of the income, pending the disposition or use for which the property was acquired;
  - d. Gross income from the use or rental of real property owned by the Grantee that was constructed or improved with grant funds, less the costs incidental to the generation of the income;
  - e. Payments received of principal and interest on loans made using grant funds;
  - f. Proceeds from the sale of loans made with grant funds;
  - g. Proceeds from the sale of obligations secured by loans made with grant funds;
  - h. Interest earned on grant funds held in a revolving fund account;
  - i. Interest earned on Program income pending the disposition of the Program income; and
  - j. Interest earned on cash advances received from the Authority.
2. The following is a partial list of those items that are not considered to be Program income. Income not classified as Program income is not necessarily limited to these items:

- a. Proceeds from fund raising activities carried out by the Grantee on behalf of its Program which received grant funds; and
- b. Proceeds from the disposition of real property including equipment acquired or improved, in whole or in part, with grant funds when such disposition occurs after the applicable period of time specified in Section VII, Subpart A and Subpart B of this Contract.

**B. Recording of Program Income:**

The receipt and expenditure of Program income, as defined above and in 2 CFR Part 200 and 24 CFR Part 570.500 (a), shall be recorded as part of the permanent records of the financial transactions of the Grant Program.

**C. Disposition of Program Income:**

1. Program income received by the Grantee may be retained by the Grantee only if such income is treated as additional grant funds to be used to continue providing services as delineated in Appendix B. Furthermore, all other provisions of this Contract shall apply to any services provided with Program income.
2. If the Grantee decides to retain Program income, the transfer of grant funds under Section V will be adjusted as follows:
  - a. Program income shall be substantially disbursed for eligible activities prior to requesting additional cash reimbursements from the Authority; and
  - b. Monthly requests for reimbursement must indicate total expenses for the month, total Program income received during the month, and the adjusted total reimbursement required from the Authority.
3. Any Program income on hand when the Contract expires or that which is received by the Grantee after such expiration shall be paid to the Authority as stipulated in 24 CFR Part 570.504 (c) and in 24 CFR Part 570.503 (b)(8).

**VII. Real Property and Equipment**

**A.** The Grantee will manage real property and equipment in accordance with the requirements of 2 CFR Part 200 and the terms outlined in Subparts B and C below.

**B. Use of Real Property:**

The standards described hereunder apply to real property within the Grantee's control which was acquired or improved, in whole or in part, using grant funds in a cumulative amount in excess of \$25,000.00. The standards shall apply from the date grant funds are first spent for the property until 5 years after the expiration of the Contract under which the grant assistance was last provided to the Grantee for the property.

1. The Grantee may not change the use or planned use of the property, including the beneficiaries of such use, unless it provides the Authority and affected citizens with 30 days' notice of, and the opportunity to comment on, the proposed change. After this has taken place, the Authority must approve the change of use in writing.

2. The new use of the property must meet one of the three broad national objectives of the ESG/CDBG Program: principally benefit low and moderate-income individuals and families; aid in the elimination and prevention of slums and blight; or address other community health and safety needs having a particular urgency. Additionally, the property shall not serve as a building for the general conduct of government in its projected new use.

C. Disposition:

Real property and equipment may be disposed of in the following manner, only after consultation with affected citizens and after receiving prior written approval from the Authority, if it is no longer needed for a use which meets one of the aforementioned three national objectives of the ESG/CDBG Program.

1. The Grantee may retain or dispose of the property or equipment if it reimburses the Authority for the current fair market value of the property less any portion thereof attributable to the expenditure of non-ESG/CDBG funds for the acquisition of, or improvements made to, the property or equipment.
2. If the change of use or disposition of the property or equipment occurs subsequent to the expiration of this Contract, the provisions relating to income received from the disposition of real property or equipment delineated in 2 CFR Part 200 or 24 CFR Part 570.504 (b)(4) or 24 CFR Part 570.504 (b)(5), as applicable, shall apply to the use of funds reimbursed.
3. Disposition shall provide for competition to the fullest extent practicable and shall result in the highest possible return.
4. The Grantee may dispose of the property or equipment for a lesser value (or by donation) if such disposition is for a use meeting one of the three previously cited national objectives and is permissible under state and local law. Documentation that such disposition meets one of the national objectives shall be presented to the Authority prior to disposition of the property or equipment.

VIII. Reversion of Assets

Should the Grantee terminate its operations, or the program described in Appendix A, the Grantee shall transfer to the Authority any grant funds on hand at the time of termination, any accounts receivable which are attributable to the use of grant funds, such as loan repayments and any equipment purchased with grant funds.

IX. Time of Performance

- A. The Grantee shall begin providing services and incurring eligible costs under this Contract on the executed date and shall continue providing the services through January 12, 2027. Services shall be provided by the Grantee for the entire term of this Contract, even if all grant funds are expended prior to the expiration date.
- B. All terms and conditions of this agreement shall terminate thirty (30) days after final payment has been issued for services provided as funded except for Section II, Section III, Section IV, which will

terminate three (3) years from the date of final payment. In addition to those sections listed above, Section VI, Section VII, and Section VIII will terminate five (5) years from the date of final payment.

- C. The Authority reserves the right to immediately suspend or terminate this Contract in the event of default, inability, or failure to perform on the part of the Grantee. The Grantee may terminate or suspend this Contract in whole or in part only with 60-day prior written notice provided to the Authority, or at an earlier date with the Agreement of the Authority.
- D. The Executive Director of the Authority may amend the terms and conditions of this Contract by informing the Grantee in writing thirty (30) days prior to the expiration date of this Contract.

## X. Monitoring

- A. The staff of the Authority will conduct a site visit to the Program during the term of the Contract to ensure that the Grantee is operating the Program in compliance with this Contract and in compliance with applicable federal regulations, uniform program administrative and management standards, and cost principles.
- B. The Grantee must make itself available for an on-site monitoring visit within 30 days of receiving notification from the Authority that a visit is to be scheduled.
- C. The Grantee must respond in writing to the findings and concerns of the Authority resulting from the monitoring visit and undertake any corrective actions required within 30 days of receipt of the monitoring report.

## XII. Terms and Conditions

- A. To the best of Grantee's knowledge and belief:
  - 1. No federal appropriated funds have been paid or will be paid, by or on behalf of Grantee, 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
  - 2. If any funds other than federal appropriated funds have been paid or will be paid to any person 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 contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
  - 3. It will require that the language of Section XII, Subpart A be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

E. The Grantee must comply with other applicable federal, state, and county laws including those standards outlined in 2 CFR Part 200 as applicable as well as 24 CFR Part 570, 24 CFR Part 576 and CFR Part 578, as applicable.

F. Indemnification

Grantee, its heirs, successors and assigns shall protect, defend, indemnify and save harmless the County, its Commissioners, officers, employees, representatives, agents, and the Authority from and against any and all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties and losses of whatever nature including but not limited to a contractor's negligence, neglect, intentional acts, malfeasance or omission, or refusal or failure to perform such responsibilities, and for breach of any provision, including the terms and conditions of contracts, or related to claims for contributions and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Contract. Grantee's obligation to protect, defend, indemnify and save harmless as set forth in this paragraph, shall include any and all attorney's fees, costs, and all other expenses incurred by County and Authority, in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorney's fees and costs, investigation expenses, and all other costs incurred in enforcing and/or obtaining compliance with this paragraph.

G. Insurance Liability and Other Insurance:

1. The Grantee at the Grantee's sole cost and expense, shall maintain in accordance with the amounts listed below: (1) commercial general liability insurance and automobile liability (if such exposure exists) against any claims for bodily injury, death or property damages, (2) worker's compensation insurance to the extent necessary under applicable law, (3) professional liability insurance (if such exposure exists) in such amounts to afford minimum protection per occurrence as described below, and for such risks as the Authority may from time to time deem reasonably necessary, and (4) such other insurance, in such amounts and against such risks, as is commonly obtained in the case of providers of services in Pennsylvania similar to the services provided by the Grantee. All policies of insurance, including policies for any amounts carried in excess of the required minimum, shall be written by companies of recognized financial standing legally qualified to issue such insurance and shall be maintained continuously in full force and effect. Insurance Requirements for Contracts are as follows:

- a. General Liability:
  - \$2,000,000 General Aggregate
  - \$2,000,000 Products Completed Operations Aggregate
  - \$1,000,000 Personal & Advertising Injury
  - \$1,000,000 Each Occurrence
  - \$ 5,000 Medical Expense (any one person)
  
- b. Auto Liability: \$1,000,000 Combined Single Limit
  
- c. Workers' Compensation: Statutory
  
- d. Employers Liability:
  - Bodily Injury by Accident \$100,000.00 Each Accident
  - Bodily Injury by Disease \$100,000.00 Each Employee
  - Bodily Injury by Disease \$500,000.00 Policy Limit
  
- e. Umbrella Liability: \$1,000,000.00

f. Professional Liability: \$1,000,000.00

2. General Requirements for Insurance

Except as otherwise approved by the County in writing, the following provisions shall apply to each and every policy of insurance which the Grantee is required hereunder to carry:

- a. The form, amount and coverage of each policy, and the insurer under each policy (which must be duly licensed in Pennsylvania), shall be subject to the County's approval:
- b. The Grantee shall cause each insurance carrier to deliver its certificate of insurance to the County and to any other party designated by the County, certifying the applicable insurance provisions herein required (i) upon the execution hereof, and (ii) at any other time upon the County's request:
- c. At least thirty (30) days prior to the expiration of each policy, the Grantee shall provide the County with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage a sixty (60) days' notice of such action shall be sent via certified mail to the County;
- d. The Grantee shall not permit any condition to exist and shall not commit any act or omission, which would wholly or partially invalidate any insurance.
- e. "County of Lancaster" and the "Redevelopment Authority of the County of Lancaster" shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability;
- f. The requirements described above are also applicable to any and all subcontractors hired by the Grantee to perform work under this contract.

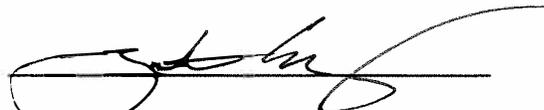
In Witness Whereof, the parties have executed this Contract including all Appendices as of \_\_\_\_\_.

Date

Attest:

**Redevelopment Authority of  
the County of Lancaster**

  
Beth A. Dreyer-DeGoede, Secretary

  
Justin M. Eby, Executive Director

Attest:

**Lancaster County Behavioral Health and Developmental Services**

\_\_\_\_\_



Tania L Maser, Executive Director

## **Appendix A**

### **Scope of Work**

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The Scope of Work sets forth an understanding of the contractual responsibilities of the agency. In all activities, BHDS will utilize the most current PA-510 Continuum of Care Standards and Policies.

As a key partner in homelessness response, BHDS will work in collaboration with the Lancaster County Homelessness Coalition to assess service needs, identify system gaps, and support program development. While the Coalition Office focuses on system-level coordination and infrastructure, we rely on our partner agencies to lead day-to-day operations and direct client engagement, ensuring responsive and effective service delivery throughout the community.

BHDS will provide a representative at the Spring and Fall Continuum of Care Meetings and have at least 80% attendance at program-specific meetings spearheaded by the Office for the Coalition.

BHDS will ensure all services, referrals, and case notes are entered into Empower Lancaster no later than 72 hours of enrollment or service. Missing data leads to service gaps and duplication. Case notes should highlight key events, such as health changes, safety issues, housing status, document readiness, or program termination.

BHDS will ensure all payments for client financial assistance are issued to third-party service providers (e.g. utility companies, or landlord) not to the clients directly.

BHDS will place an alert in the client's Empower Lancaster (EL) record specifying the date, type, and amount of any financial assistance issued to ensure transparency and prevent duplication across providers.

BHDS will ensure that monthly invoices are submitted by the 10<sup>th</sup> of the month, even if there are no expenses for a program that month.

BHDS will adhere that all programs will meet the established error rate on all Data Quality and Compliance measures measured by monthly reports from the Office for the Homelessness Coalition (O4C).

BHDS will, during periods of extreme weather (hot or cold), provide or expand services as needed, including deploying outreach and assigning staff to assist onsite throughout the duration of the event.

BHDS will adhere to the CoC's prioritization policies and must utilize diversion and problem-solving strategies. All services are to be client-centered, trauma-informed, and solution-focused.

BHDS will provide services to households that are Category 1: Literally Homeless or Category 4: Fleeing/Attempting to Flee Domestic Violence for their contracted programs. Prevention programs, assisting households to stay in their current place of residence, are an exception to this requirement.

BHDS will accurately document all match contributions, including both cash and in-kind services or donated items.

## Prevention

The Prevention program is intended to assist individuals and families at risk of eviction and homelessness to remain safely housed by providing short-term supportive services and limited financial assistance. By working with their clients, BHDS will assist individuals by equipping them with skills (e.g. budgeting), referring them to mainstream benefits, and supporting a household's self-determination in achieving long-term sustainability.

BHDS, in a satisfactory and proper manner as determined by the Authority, shall perform the following services:

### 1. Activities

- a) Program staff will verify that a household's income either meets or is below 50% of the current HUD Median Family Income (FMI) for Lancaster, PA MSA. This income threshold is a required eligibility standard for participation in the program.
- b) Program staff will assess whether a household in Lancaster County can sustain their current housing with a brief and limited intervention of financial assistance and case management.
- c) Security deposits and first month's rent should not be paid using prevention funds. Households needing this type of assistance should be enrolled in an appropriate housing program (e.g., Crisis Housing or Pathways Rapid Rehousing) for services.
- d) Program staff will enter a service and case note for all financial assistance provided in EL documenting: 1) date of payment, 2) who was paid, 3) the amount paid, 3) reason for payment (e.g. 2 months of rental arrears), and outcome of payment (e.g., the landlord stopped eviction proceedings and agreed to continue client's lease agreement).
- e) Program staff will place an alert on the client's file once a disbursement of assistance has been made. Financial assistance will be limited to a one-time disbursement within a 12-month period starting from the date of check issuance.
- f) Prior to the disbursement of financial assistance, program staff must complete a budget and develop a sustainability plan in collaboration with the household. This plan must outline ongoing case management, identify specific action steps, and connect the household to benefits and resources needed to maintain housing beyond the limited financial assistance.
- g) All related documentation, including lease related items (e.g. landlord agreement to continue lease), receipts of expenses paid, budget and sustainability plan, must be uploaded to EL.

### 2. Outcomes and Indicators - The projected client outcomes and indicators for the 2025-2026 contract year for the households to be served are:

- a) 80% of all clients who exit the program will remain in permanent housing.
- b) 95% data accuracy measured with the Data Quality Report in Empower Lancaster.
- c) 100% of the financial assistance provided under this contract is entered as a service with a case note in Empower Lancaster.

## Appendix B Reimbursement

Service	Amount Not to Exceed*	Rate of Reimbursement
Stepping Stones Program - Prevention services for 12 individuals, anticipated	\$19,768	\$20.50 per 15 min unit for Case Management and Client Financial Assistance

### **Invoices for Contracted Services:**

1. The Grantee shall submit invoices to the Authority monthly, by the 10th of each month that follows using the Neighborly Portal.
2. Unless otherwise agreed upon, invoices are for reimbursement of eligible costs incurred by the Grantee to operate the Program. The Grantee shall be reimbursed at a pre-established fee or fees, for each case management unit (15 minutes = 1 unit) of program services considered to be eligible and reimbursable.
3. All invoices must include supportive documentation for all services and financial assistance requests and must be documented in HMIS (Empower Lancaster). Supportive documentation includes reports directly from Empower Lancaster and accounting ledgers.

### **Appendix C PHFA Home 4 Good Performance Metrics**

Core metrics required for all Home4Good grantees include:

- Number of individuals served.
- Demographic data on age, sex and race.
- Geographic dispersion of services (urban vs. rural).
- Number of Veterans served (if captured/disclosed).
- Number of justice impacted individuals served (if captured/disclosed).
- Number of individuals identifying themselves as a victim of domestic violence, person with a disability, or person with a substance abuse issue (if captured/disclosed).

Performance metrics include, but are not limited to:

- Reduction in the number of individuals experiencing homelessness, including Veterans, those experiencing chronic homelessness, families, unaccompanied or parenting youth, individuals, and those unsheltered.
- Reduction in the length of time individuals remain homeless.
- Reduction in the extent to which individuals who exit homelessness to permanent housing destinations, return to homelessness.
- Increase in access to jobs and income among individuals experiencing homelessness.
- Reduction in the number of individuals who become homeless for the first time.
- Increase in successful housing placement.
- Increase in homelessness prevention.

### **Appendix D: Homeless Management Information System (HMIS) Memorandum of Understanding And Code of Ethics**

### **HMIS Memorandum of Understanding**

This AGREEMENT is entered into and renewable by mutual consent of both parties, Office for the Lancaster County Homelessness Coalition (O4C) and Lancaster County Behavioral Health and Developmental Services (BHDS).

O4C is the lead agent responsible for the data management of public homeless services in Lancaster County. In accordance with the US Department of Housing and Urban Development (HUD) data collection mandates, O4C implements and operates a Homeless Management Information System (HMIS) called Empower Lancaster by CaseWorthy, Inc. for client tracking throughout the Lancaster County Continuum of Care.

O4C and BHDS mutually agree to the following:

- O4C will allow BHDS to utilize Empower Lancaster (the system), an Internet-based HMIS for the purposes of client tracking and case management for HUD and non-HUD funded services provided through the agency.
- O4C will cover the cost of BHDS's site license using its HMIS grants from HUD.
- O4C will directly contract with CaseWorthy, as a HUD-approved vendor, for the software services for the HMIS system.
- BHDS may not contact CaseWorthy directly and/or request changes from CaseWorthy to the software. All contact and/or requests will be made through O4C or the O4C designated Empower Lancaster support person.
- BHDS will comply with the O4C HMIS Policies and Procedures Manual and the O4C HMIS Data Quality Plan when using Empower Lancaster.
- BHDS will comply with CaseWorthy policies and procedures while using Empower Lancaster at all times.
- BHDS will designate, and inform the O4C in writing of, at least one (1) lead user that is responsible to monitor BHDS users for adherence to the HMIS Policies and Procedures. This lead user will hold a Supervisor/Director role for reporting purposes, if needed. They will be expected to assist users at their BHDS with basic re-training needs should they arise, and to communicate other training needs to O4C.
- BHDS will only share client data with other Participating Agencies authorized to receive such data. The data sharing guidelines are outlined in the O4C HMIS Policies and Procedures Manual. BHDS shall be fully responsible for any unauthorized data use or sharing by its employees/users in connection with Empower Lancaster access or BHDS's relationship with O4C.
- Both O4C and the BHDS will operate Empower Lancaster in accordance with HUD's most currently published HMIS Data and Technical Standards.
- O4C has the right to restrict/terminate HMIS access at any time if the O4C HMIS Policies and Procedures Manual is not followed or if BHDS breaches any obligations set forth in this MOU.
- For HUD CoC-funded programs administered through the Joint Funding application process, BHDS agrees to work with the CoC funders and O4C to ensure a successful APR submission to HUD.
- For each Emergency Solutions Grant (ESG)-funded program, BHDS agrees to work with the ESG funders and O4C to ensure a successful Consolidated Annual Performance and Evaluation Report (BHDSEER) submission to HUD.
- BHDS agrees that it is responsible for the data that its users input into Empower Lancaster and for fixing any data mistakes associated with its users and/or programs.
- BHDS agrees to only download and store data in the manner described by their Information Security Procedures, as described in the HMIS Policies and Procedures Manual. BHDS agrees to dispose of documents that contain identifiable client level data by shredding paper records, deleting any client data from external drives or computer hard drives before disposal, and follow internal personnel security and privacy policies and protocols to ensure client privacy.
- BHDS acknowledges that it may encounter confidential information about clients during the course of using Empower Lancaster. It agrees to abide by all applicable federal and state law governing the protection of such

confidential information, including, but not limited to, the Health Information Portability and Accountability Act (“HIPAA”).

- BHDS will use encrypted email if transferring identifiable client data through BHDS email servers. BHDS personnel shall not be permitted to transmit any client data through personal email accounts. BHDS may de-identify client data before transfer in lieu of encryption.
- BHDS agrees to submit its internal confidentiality procedures as referenced in the HMIS Policies and Procedures to the O4C HMIS Steering Committee for an annual review.
- BHDS shall indemnify, defend, and hold O4C harmless from any claim, damage, liability, cost, fee, or demand suffered or incurred by O4C directly or indirectly arising from a breach of this MOU; the unauthorized release of client information; or the actions, omissions, willful misconduct, or negligence of BHDS or any BHDS personnel.
- O4C shall indemnify, defend, and hold BHDS harmless from any claim, damage, liability, cost, fee, or demand suffered or incurred by BHDS directly or indirectly arising from a breach of this MOU; the unauthorized release of client information; or the actions, omissions, willful misconduct, or negligence of O4C or any O4C personnel.
- This MOU shall be governed by, and construed in accordance with, the laws of the Commonwealth of Pennsylvania.

The signing of this Memorandum of Understanding certifies concurrence with the terms and conditions agreed upon by both parties hereto; no other agreement, oral or otherwise shall be deemed to exist or be binding.

Tania L. Maser, Executive Director

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BHDS Representative Name and Title:



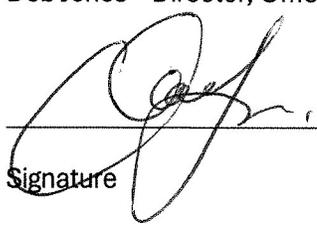
2/20/26

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Signature of BHDS Representative:

Date

Deb Jones – Director, Office for the Lancaster County Homelessness Coalition



Signature

2/17/26

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Date

## HMIS End User Policy and Code of Ethics

HMIS User Name (Please Print) \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

User Role to be Assigned \_\_\_\_\_

### USER POLICY

Partner Agencies who use Office for the Lancaster County Homelessness Coalition (O4C) - Homeless Management Information System (HMIS) and each User within any Partner BHDS are bound by various restrictions regarding Protected Personal Information ("PPI").

The employee, contractor, or volunteer whose name appears above is the User.

It is a Client's decision about what level of PPI information is to be shared with any Partner Agencies.

The Client Consent Form for data sharing shall be signed, or documented verbal consent given, by the Client before any PPI is designated for sharing with any Partner Agencies. The User shall ensure that prior to obtaining Client's consent, the BHDS's HMIS Notice of Privacy Practices was fully reviewed with Client in a manner that ensures that the Client fully understood the information.

### USER PRINCIPLES

A User ID and Password gives you access to the Office for the Lancaster County Homelessness Coalition HMIS system. You must initial each item below to indicate your understanding and acceptance of the proper use of your ID and password. Failure to uphold the confidentiality standards set forth below is grounds for your immediate termination from HMIS.

\_\_\_\_\_ I understand that I have an obligation to maintain Client privacy and to protect and safeguard the confidentiality of the Client's PPI.

\_\_\_\_\_ PPI shall include, but not be limited to, the Client's name, address, telephone number, social security number, type of medical care provided, medical condition or diagnosis, veteran status, employment information, and any and all other information and data relating to the Client's programming in HMIS.

\_\_\_\_\_ My User ID and Password are for my use only and must not be shared with anyone, including my supervisor(s). I must take all reasonable means to keep my Password physically secure.

\_\_\_\_\_ I understand that the only individuals who can view information in the HMIS are authorized users who need the information for legitimate business purposes of this BHDS and the Clients to whom the information pertains.

\_\_\_\_\_ I may only view, obtain, disclose, or use information within the HMIS that is necessary to perform my job.

\_\_\_\_\_ If I am logged into the HMIS and must leave the work area where the computer is located, I must secure the computer before leaving the work area.

\_\_\_\_\_ Any hard copies of PPI printed from the HMIS must be kept in a secure file, and destroyed when no longer needed, in accordance with BHDS's records retention policy. I will not leave hard copies of PPI in public view including, but not limited to, on desks, or on a photocopier, printer, or fax machine.

\_\_\_\_\_ I will not discuss PPI with anyone in a public area.

\_\_\_\_\_ I have reviewed the BHDS's HMIS Notice of Privacy Practices and the HMIS Standard Operating Procedures, understand each of those documents, and agree to abide by them. If I notice or suspect a security breach, I must immediately notify the Executive Director of the BHDS and the HMIS System Administrator at the Office for the Lancaster County Homelessness Coalition.

#### HMIS END USER POLICY

Protected Personal Information (PPI) is information about a client: (1) whose identity is apparent from the information or can reasonably be ascertained from the information; or (2) whose identity can be learned, taking into account any methods reasonably likely to be used, by linking the information with other available information or by otherwise manipulating the information.

I understand that any violation of this Agreement may also be considered a violation of my employment relationship with this BHDS, and could result in disciplinary action, up to and including, termination of my employment or affiliation with this BHDS, as well as potential personal civil and criminal legal fines and penalties.

#### USER CODE OF ETHICS

- A. Users must be prepared to answer Client questions regarding the HMIS.
- B. Users must respect Client preferences with regard to the sharing of PPI within the HMIS. Users must accurately record Client's preferences by making the proper designations as to sharing of PPI and/or any restrictions on the sharing of PPI.
- C. Users must allow Client to change his or her information sharing preferences at the Client's request (i.e., to revoke consent) (except if that policy is over-ridden by BHDS policy or if the information is required to be shared as a condition of a provider agreement).
- D. The User has primary responsibility for information entered by the User. Information Users enter must be truthful, accurate and complete to the best of User's knowledge.
- E. Users will not solicit from or enter information about Clients into the HMIS unless the information is required for a legitimate business purpose such as to provide services to the Client.
- F. Users will not include profanity or offensive language in the HMIS; nor will Users use the HMIS database for any violation of any law, to defraud any entity or conduct any illegal activity.

#### PASSWORD PROCEDURES

By signing this Agreement, the User agrees to the following:

Passwords are the User's responsibility, and the User may not share passwords. They should be securely stored and inaccessible to other persons—including your supervisor(s). Passwords should never be stored or displayed in any publicly accessible location.

I understand and agree to comply with the above User Policy, User Principles, User Responsibilities, and Password Procedures.

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HMIS User Signature

Date

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Supervisor Signature (authorizing User use of HMIS)

Date

**Appendix E**  
**Public Services Monitoring**

The staff of the Authority reserves the right to conduct annual compliance monitoring of the Grantee to ensure that the Grantee is complying with program and contract requirements. Monitoring may include but is not limited to systems coordination, recordkeeping, Homeless Management Information System (HMIS), supportive services, limitation on use of funds, termination of assistance, other program specific requirements, administrative costs and financial management, other federal requirements.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Children and Youth Agency, to sign a Transportation Plan and approve a Memorandum of Understanding every three years with the 17 Lancaster County school districts to provide cost-effective transportation for foster care youth so they can remain in their school of origin as required by the Every Student Succeeds Act (ESSA) of 2015. Approval is also given to Lawrence George, County Administrator/Chief Clerk, to sign the County school district's Transportation Plans and Memorandum of Understanding.

3/11/26

## MEMORANDUM OF UNDERSTANDING

Between

(LEA) Cocalico School District

and

(CCYA) Lancaster County Children & Youth Agency

### **Transportation Procedures Agreement**

To ensure the educational stability of Foster Care Youth:  
Every Student Succeeds Act (ESSA) requirements

*This Memorandum of Understanding (MOU) addresses transportation related provisions. Additional policies may be added to address the unique needs of each collaboration between the Local Education Agency (LEA)/County Children and Youth Agency (CCYA) in order to ensure the educational stability of foster care youth. Note: this MOU is not a local transportation plan. It is an agreement between the LEA and CCYA to collaboratively design a local transportation plan.*

#### **Purpose:**

The purpose of this agreement is to establish transportation procedures between Cocalico School District (LEA) and Lancaster County Children & Youth (CCYA) to ensure the provision of transportation for foster care youth enrolled in a LEA (Pre-K-12) when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.

#### **Joint Responsibilities:**

- The LEA and CCYA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CCYA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between party's delay or interrupt the provision of transportation for a child to the school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a "cost effective" manner so low-cost/no-cost options should be explored. (e.g. pre-existing bus stops or public transportation, foster parents provide transportation, transportation by other programs if child is eligible)
- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportations costs are not unduly burdensome on one agency.

**Respective responsibilities under this agreement include:**

**School District**

- Establish a Foster Care Point of Contact (POC) given the importance of transportation to ensure educational stability requirements defined by the Every Student Succeeds Act (ESSA).
- Share the Foster Care POC's contact information with state and local education and child welfare agencies.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs, although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CCYA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I.
- Understands that if there are additional costs providing transportation for children in foster care to remain in his or her school of origin, the LEA (school of origin) will provide such transportation if (1) the county children and youth agency agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and county children and youth agency agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved. Agrees to provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

**County Children and Youth Agency**

- Identifies all children in foster care enrolled in the LEA in order for the LEA and CCYA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.
- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county's child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Informs the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child's educational stability plan.

**Updates and Revisions:**

Updates and revisions to this MOU should be made as needed. Any updates or revisions to the MOU must be submitted to the Pennsylvania Department of Education. Best practice recommends that an updated MOU be submitted every three years, as contractual updates follow this timeline.

Cocalico School District \_\_\_\_\_ (LEA) and Lancaster County Children & Youth Agency \_\_\_\_\_ (CCYA) agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

**This agreement will be reviewed and approved by representatives of both agencies:**

[CCYA name]  
[address]  
[address]  
[City, Pennsylvania, Zip]

Printed Name: \_\_\_\_\_  
(CCYA)

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(CCYA)

[School District] Cocalico School District  
[address] 800 South Fourth Street  
[address]  
[City, Pennsylvania, Zip] Denver, PA 17517

Printed Name: Angela Marley \_\_\_\_\_  
(LEA)

Signed: *Angela Marley* \_\_\_\_\_ Date: 1 / 27 / 26  
(LEA)

# Transportation Plan

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**This plan is between:**

**Name LEA** Cocalico School District

**Name CCYA** Lancaster County Children and Youth Agency

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## **Transportation Procedures To Ensure Educational Stability of Youth in Foster Care — Every Student Succeeds Act (ESSA) Requirements**

To address transportation for youth in foster care in a cost-effective way, the local education agency (LEA) and the county children and youth agency (CCYA) must establish formal, written protocols and procedures to ensure that youth in foster care can remain in their school of origin whenever possible. In order to do so, the CCYA must regularly identify and inform the LEA of all youth in foster care enrolled in the LEA.

The local transportation plan must be collaboratively designed between the LEA and the CCYA to appropriately reflect the unique local context in which it is in effect. It is recommended that LEAs and CCYAs consider previous scenarios when designing the joint transportation plan to limit educational disruption for youth in foster care as transportation related events occur.

### **Considerations**

LEAs should consider developing transportation plans with other LEAs or CCYAs, both in state and out-of-state, with which they frequently interact regarding youth in foster care; these specific relationships should be defined in the local transportation plan.

If students in foster care are sent to Intermediate Units (IUs) to attend programs at their facilities, the LEA should inform the IUs and the same accommodations must be provided for these students. IUs providing transportation for youth in foster care enrolled in the LEA must be considered in the development and design of the local transportation plan between the LEA and the CCYA, and plans should reference transportation procedures for these students.

If you require extra space to describe your transportation plan, please attach an additional document.

## Part 1: LEA and CCYA Representatives Involved in Designing/Establishing the Local Transportation Plan

Name LEA Representative	Position Title
Dr. Stephen Melnyk	Asst. Superintendent for Ed. Administration
Mrs. Sherri Stull	Business Manager
Mr. David Lutz	Director of Transportation

Name CCYA Representative	Position Title
Crystal A. Natan MSW, LSW	Executive Director
Kimberly A. Smale	School Liaison

## Part 2: Addressing Transportation Assurances To Ensure Educational Stability

Please describe, in detail, your collaboratively designed transportation procedures governing how transportation to maintain children in foster care in their schools of origin, when in their best interest, will be provided, arranged, and funded for the duration of the time in foster care (ESEA 1112(c)(5)(B)). The purpose of establishing uniform local transportation procedures is to ensure that every foster care student receives a consistent, fair assessment.

### A) Providing Transportation

Describe the detailed the step-by-step procedure the LEA and CCYA will follow to promptly **provide** transportation for youth in foster care.

Multiple factors will be considered and addressed in the BID when determining transportation options, including safety for the student and others, student age, length of commute, and distance. The following options will be considered: 1) An existing bus route can be used; 2) An existing bus route can be modified slightly to accommodate new address; 3) Specialized transportation offered to other students (i.e., special ed., alt. ed.) can be accessed; 4) Existing specialized transportation can be modified slightly; 5) Alternatives may be identified, such as collaborating with other districts to transport the child; 6) Other options may be explored including reimbursing foster parents for transportation costs or including transportation in contracts with licensed child-placing agencies or group homes.

## **B) Arranging Transportation**

Describe the detailed step-by-step procedure the LEA and CCYA will follow to promptly **arrange** transportation for youth in foster care.

1) When a student is placed in foster care or changes residence while in foster care, the C&Y worker must contact Cocalico's Asst. Superintendent for Ed. Admin. (Foster Care POC). If the new residence is not in the same school district, the Asst. Superintendent for Ed. Admin. must be notified and invited to participate in the Best Interest Determination (BID). The Asst. Superintendent for Ed. Admin. is provided with the student's name, new address, and IEP information, if applicable.

2) The Asst. Superintendent for Ed. Admin. contacts the Director of Transportation to identify potential ways the child can be transported if the BID results in a decision to maintain the current Cocalico enrollment. Transportation information is given to the Asst. Superintendent for Ed. Admin. to include in the BID. (Continued on attached additional document)

## **C) Funding Transportation**

Describe the detailed step-by-step procedure the LEA and CCYA will follow to ensure transportation is **funded** in a cost-effective manner and in accordance with Section 475 (4) (A) of the Social Security Act. (ED/HHS Joint Guidance, p.17, question 26; Transportation Plan Guide, Part B)

Cocalico School District allocates funds to support the requirements of the foster care provisions. To keep costs at a minimum, all attempts will be made to utilize existing transportation routes, when available. If the utilization of existing routes is not feasible, the district will provide financial support to provide the most appropriate transportation available, and will utilize state-subsidized transportation funds.

In the event that state transportation subsidies are no longer available to the district, alternative funding sources, including sharing costs with C&Y, will be considered.

## **Part 3: Addressing Additional Costs**

As part of developing and implementing transportation procedures, the LEA and CCYA must address any additional costs incurred in providing transportation to maintain children in foster care. Given the emphasis on shared agency responsibility, the LEA and the CCYA should make every possible effort to reach agreement regarding how transportation should be funded if there are additional costs. (ED/HHS Joint Guidance, pp.17-19, questions 22, 27, 28, 29; Transportation Plan Guide, Part B)

LEAs, including the school district of origin and the school district of foster residence, as well as the placing CCYA, may also agree to paying for or sharing in the costs in providing transportation to the school of origin. LEAs may include these scenarios in their plans as a method to address additional costs.

**Complete the relevant fields** to address additional transportation costs if they are incurred in providing transportation to the school of origin.

The LEA will provide such transportation if:

- A) The CCYA agrees to reimburse LEA for additional transportation costs.** Describe the circumstances and procedures.

Cocalico School District will not seek reimbursement for transportation, unless state transportation subsidies are no longer available to the district.

- B) The LEA agrees to pay for the additional transportation costs.** Describe the circumstances and procedures.

At this time, Cocalico School District agrees to pay for transportation costs for foster care students. In certain situations, Cocalico School District will work with other school districts, districts of origin and receiving districts, to collaborate on providing the needed transportation. If state transportation subsidies are no longer available to Cocalico, other funding options will need to be explored.

- C) The LEA and CCYA agree to share the additional transportation costs.** Describe the circumstances and procedures.

At this time, Cocalico School District does not ask CCYA to share transportation costs. This option may need to be evaluated if state transportation subsidies are no longer available to the district.

- D) Other arrangements to address additional transportation costs are established.** Describe the circumstances and procedures.

School district covers transportation costs for specific arrangements when necessary.

## Part 4: Considering Low-Cost or No-Cost Transportation Options for Youth in Foster Care

On a case-by-case student basis, additional low-cost or no-cost options for transportation of students in foster care should be explored. Please carefully review the following no-cost or low-cost options for transportation and indicate with a check mark if the LEA and the CCYA agree to explore these transportation funding options on a case-by-case basis.

Options	LEA	CCYA
The child may be dropped off at a school bus stop near the existing transportation system for the school of origin. Communication between the current and new school districts is critical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public transportation options exist, if the child is of an appropriate age and has or is able to acquire the skills to utilize such options.	<input type="checkbox"/>	<input type="checkbox"/>
Foster parents or other family members are willing and able to transport the child to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The child is already eligible for transportation covered by other programs. For example, IDEA funds may be used to pay for transportation services if the child's IEP team determines transportation is a related service that is required for a child with disabilities in foster care to receive FAPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
There are pre-existing bus routes or stops close to the new foster care placement that cross district boundaries, such as bus routes for magnet schools and transportation for homeless students as required by the McKinney-Vento Act.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The school district of residence, school district of origin and placing CCYA may be willing to share transportation costs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Describe any additional low-cost or no-cost options for transportation of students in foster care that may be unique to your local context.

Not applicable

## **Part 5: Local Transportation Dispute Resolution Process Between LEA and CCYA**

Local transportation plans/procedures include a dispute resolution process to address how the transportation requirement will be met if parties cannot come to an agreement. LEAs must ensure that a child in foster care remains in their school of origin while any disputes regarding transportation costs are being resolved. (ESEA 1111(g)(1)(E)(i) and 1112(c)(5)(B)(i))

### **Describe your local transportation dispute resolution process.**

Cocalico School District will seek guidance from the Educational Stability for Foster Care Youth Regional Office. Out of professional courtesy, when either C&Y or Cocalico decides to contact the Regional Office with the intention of resolving the dispute, they will notify the other party by telephone or email prior to contacting the Regional Office. An email to the Regional Office will be made by the opposition and will detail the transportation plan and points of contention. The email will ask for recommendations on how to resolve the matter. Upon receiving the recommendations, C&Y and Cocalico will collaborate and reevaluate available resources to determine how to implement the recommendations. Until the dispute is resolved, Cocalico will continue to provide student transportation in the most efficient manner.

## Part 6: Updates and Revisions

Updates and revisions to this local transportation plan should be made as needed; any updates or revisions must be submitted to the Pennsylvania Department of Education. Best practice recommends that an updated plan be submitted every three years, as contractual updates follow this timeline.

LEA Cocalico School District

and CCYA Lancaster County Children and Youth Agency

agree to update or revise this local transportation plan as needed or every three years to coincide with the contractual timelines.

## Part 7: Signature

This transportation plan has been reviewed and approved by the representatives of both agencies.

Name LEA Cocalico School District

Address 800 South Fourth Street

City Denver

State PA Zip 17,517

Name LEA Rep Dr. Stephen Melnyk

Title Asst. Superintendent for Ec

Signature



Date

1/20/23

Name CCYA Lancaster County Children and Youth Agency

Address 150 N. Queen Street, Suite 111

City Lancaster

State PA Zip 17,603

Name CCYA Rep Crystal A. Natan MSW,LSW

Title Executive Director

Signature

Date

## **B) Arranging Transportation**

Describe the detailed step-by-step procedure the LEA and CCYA will follow to promptly **arrange** transportation for youth in foster care.

- 1) When a student is placed in foster care or changes residence while in foster care, the C&Y worker must contact Cocalico's Asst. Superintendent for Ed. Admin. (Foster Care POC). If the new residence is not in the same school district, the Asst. Superintendent for Ed. Admin. must be notified and invited to participate in the Best Interest Determination (BID). The Asst. Superintendent for Ed. Admin. is provided with the student's name, new address, and IEP information, if applicable.
- 2) The Asst. Superintendent for Ed. Admin. contacts the Director of Transportation to identify potential ways the child can be transported if the BID results in a decision to maintain the current Cocalico enrollment. Transportation information is given to the Asst. Superintendent for Ed. Admin. to include in the BID.
- 3) The C&Y worker, Asst. Superintendent for Ed. Admin., and other essential personnel share information, and a joint decision is made.
- 4) If the decision is that the student will remain at Cocalico, the POC notifies the Asst. Superintendent for Ed. Admin. who then notifies the Director of Transportation to work with C&Y to arrange appropriate transportation.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department and Information Technology, to approve the following:

**Renewal Agreement with:**

CDWG  
Vernon Hills, IL

**Purpose:**

To renew VMware Cloud Foundation licensing and support that is used to manage the County's virtual servers.

**Amount/Term:**

\$387,302.40 for the period March 20, 2026  
through March 19, 2029.  
Increase of \$24,940.80, 25%.

**Funding:**

IT budget.  
Cooperative contract.

3/11/26



<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$387,302.40</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 <b>Phone:</b> <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 <b>Phone:</b> <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

#### VMWare

Your use of the VMware by Broadcom offerings identified within this order are subject to (a) the standard end user agreement at <https://www.vmware.com/agreements.html>, (b) the Specific Program Documentation (the "SPD"), and/or SaaS Listing applicable to the VMware by Broadcom offerings and Maintenance located at <https://www.broadcom.com/licensing> and (c) the additional terms within this order (collectively, the "End User Terms"). Any terms that may appear on your purchase order that vary from or purport to add to the End User Terms (including, without limitation, pre-printed terms) are deemed not appended, inapplicable and void.

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On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department and Information Technology, to approve the following:

**Renewal Agreement with:**

CDWG  
Vernon Hills, IL

**Purpose:**

To renew the licensing and maintenance for the firewalls located at the Government Center and the Courthouse.

**Amount/Term:**

\$131,546.00 for the period March 29, 2026 through May 28, 2027.  
Increase of \$12,000.00, 8%.

**Funding:**

IT budget.  
Cooperative contract.

3/11/26



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

**SUE STEWART,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PTKG136	2/12/2026	PALO ALTO	0347530	<b>\$131,546.00</b>

## QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Palo Alto Networks Premium Support - extended service agreement (renewal) -</a> Mfg. Part#: PAN-SVC-PREMUSG-3410-R Coverage Dates: 05/28/2026 - 05/28/2027 Electronic distribution - NO MEDIA Contract: Keystone Purchasing Network 022 G / KPN A 202112 04	1	7414073	\$6,912.00	\$6,912.00
<a href="#">Palo Alto Networks Advanced Threat Prevention - subscription license renewa</a> Mfg. Part#: PAN-PA-3410-ATP-HA2-R Coverage Dates: 03/29/2026 - 05/28/2027 Electronic distribution - NO MEDIA Contract: Keystone Purchasing Network 022 G / KPN A 202112 04	1	7408255	\$6,596.00	\$6,596.00
<a href="#">Palo Alto Networks Premium Support - extended service agreement (renewal) -</a> Mfg. Part#: PAN-SVC-PREMUSG-3410-R Coverage Dates: 03/29/2026 - 05/28/2027 Electronic distribution - NO MEDIA Contract: Keystone Purchasing Network 022 G / KPN A 202112 04	1	7414073	\$6,912.00	\$6,912.00
<a href="#">Palo Alto Networks Premium Support - extended service agreement (renewal) -</a> Mfg. Part#: PAN-SVC-PREMUSG-3410-R Coverage Dates: 03/29/2026 - 05/28/2027 Electronic distribution - NO MEDIA Contract: Keystone Purchasing Network 022 G / KPN A 202112 04	1	7414073	\$6,912.00	\$6,912.00
<a href="#">Palo Alto Networks Advanced URL Filtering - subscription license renewal (1</a> Mfg. Part#: PAN-PA-3410-ADVURL-HA2-R	1	7408256	\$6,596.00	\$6,596.00

**QUOTE DETAILS (CONT.)**

Coverage Dates: 05/28/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced DNS Security - subscription license renewal (1**

1

8456548

\$6,596.00

\$6,596.00

Mfg. Part#: PAN-PA-3410-ADNS-HA2-R

Coverage Dates: 05/28/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Software-Defined Wide Area Networking (SD-WAN) - subscri**

1

8086274

\$5,419.00

\$5,419.00

Mfg. Part#: PAN-PA-3410-SDWAN-HA2-R

Coverage Dates: 03/13/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced WildFire - subscription license renewal (1 year**

1

7408258

\$6,596.00

\$6,596.00

Mfg. Part#: PAN-PA-3410-AWF-HA2-R

Coverage Dates: 05/28/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Software-Defined Wide Area Networking (SD-WAN) - subscri**

1

8086274

\$5,419.00

\$5,419.00

Mfg. Part#: PAN-PA-3410-SDWAN-HA2-R

Coverage Dates: 03/14/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced Threat Prevention - subscription license renewa**

1

7425008

\$7,321.00

\$7,321.00

Mfg. Part#: PAN-PA-3410-ATP-R

Coverage Dates: 05/28/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced WildFire - subscription license renewal (1 year**

1

7408258

\$6,632.00

\$6,632.00

Mfg. Part#: PAN-PA-3410-AWF-HA2-R

Coverage Dates: 05/26/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced URL Filtering - subscription license renewal (1**

1

7425001

\$7,321.00

\$7,321.00

Mfg. Part#: PAN-PA-3410-ADVURL-R

Coverage Dates: 05/28/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

**Palo Alto Networks Advanced DNS Security - subscription license renewal (1**

1

8456548

\$4,524.00

\$4,524.00

Mfg. Part#: PAN-PA-3410-ADNS-HA2-R

Coverage Dates: 05/26/2026 -  
05/28/2027

Electronic distribution - NO MEDIA

**QUOTE DETAILS (CONT.)**

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>Palo Alto Networks Advanced DNS Security - subscription license renewal (1</b></a>	1	8531598	\$7,321.00	\$7,321.00
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Mfg. Part#: PAN-PA-3410-ADNS-R

Coverage Dates: 05/28/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>Palo Alto Prisma Access Agent - subscription license renewal (1 year) - 1 d</b></a>	1	8447351	\$4,953.00	\$4,953.00
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Mfg. Part#: PAN-PA-3410-PAA-R

Coverage Dates: 05/28/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>Palo Alto Networks Advanced WildFire - subscription license renewal (1 year</b></a>	1	7425004	\$7,321.00	\$7,321.00
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Mfg. Part#: PAN-PA-3410-AWF-R

Coverage Dates: 05/28/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>Palo Alto Networks Advanced URL Filtering - subscription license renewal (1</b></a>	1	7408256	\$6,596.00	\$6,596.00
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Mfg. Part#: PAN-PA-3410-ADVURL-HA2-R

Coverage Dates: 05/28/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>Palo Alto Networks Advanced Threat Prevention - subscription license renewa</b></a>	1	7408255	\$6,596.00	\$6,596.00
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Mfg. Part#: PAN-PA-3410-ATP-HA2-R

Coverage Dates: 05/28/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>PALO ALTO PRISMA ACCESS AGENT 1Y</b></a>	1	9077452	\$4,499.00	\$4,499.00
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Mfg. Part#: PAN-PA-3410-PAA-HA2-R

Coverage Dates: 05/26/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>PALO ALTO PRISMA ACCESS AGENT 1Y</b></a>	1	9077452	\$4,524.00	\$4,524.00
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Mfg. Part#: PAN-PA-3410-PAA-HA2-R

Coverage Dates: 05/26/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

<a href="#"><b>PALO ALTO PA-3410 SDW SUB 1Y</b></a>	1	7498303	\$5,980.00	\$5,980.00
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Mfg. Part#: PAN-PA-3410-SDWAN-R

Coverage Dates: 03/13/2026 - 05/28/2027

Electronic distribution - NO MEDIA

Contract: Keystone Purchasing Network 022 G / KPN A 202112 04

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

<b>SUBTOTAL</b>	\$131,546.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$131,546.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 <b>Phone:</b> <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 <b>Phone:</b> <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



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On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department, to approve the following:

**Agreement With:**

Workday, Inc.  
Pleasanton, CA

**Purpose:**

To request approval to use ERP contingency funds for the purchase of an additional Workday tenant for the purposes of database testing.

**Amount:**

\$28,800.00.

**Funding:**

ARPA funding approved through Resolution No. 89 of 2023.

Original Contingency Fund: \$1,553,880.00

Contingency Funds Approved to date:

\$1,380,264.30

Contingency Fund Balance: \$173,615.70

3/11/26

## Tenant Purchase Draft

February 11, 2026

Tenant Name	New Tenant
Tenant Type	Implementation
Initial Term	12
Renewal term	Auto-Renewal
Tenant Start Date	
Worker count (Employees & contingent)	1934
Currency	USD
Tenant List Price (per month)	2400
Total List Price	28800

## Billing Contact Information

Name	Brian Koenig
Email	
Account	County of Lancaster PA
Phone	
Address	150 N Queen Street, Lancaster, Pennsylvania, 17603, United States.
Internal Reference or PO	

## Purchase Contact Information

Name	Brian Koenig
Email	

Account	County of Lancaster PA
Phone	
Address	150 N Queen Street, Lancaster, Pennsylvania, 17603, United States.

1. The Order Form is entered into as of the Order Term stated above, is valid and binding on the parties when Customer clicks “Submit” below, and is subject to the additional terms in the MSA and the Additional Tenant Terms (available here [<https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html>]). In the event of a conflict, the provisions of the Order Form take precedence over the MSA (including the Additional Tenant Terms) and its exhibits and attachments. Notwithstanding anything to the contrary in the MSA, the Order Form constitutes an Order Form under the MSA. Unless otherwise defined herein, capitalized terms used in the Order Form have the same meaning as set forth in the MSA. All remittance advice and invoice inquiries can be directed to [Accounts.Receivable@workday.com](mailto:Accounts.Receivable@workday.com) [<mailto:Accounts.Receivable@workday.com>].
2. Please note that if “autorenewal” is selected, orders for additional tenants purchased from Workday will automatically be renewed unless steps are taken by Customer to not-autorenew the Order Form in accordance with its terms.
3. Automatic Renewal. *[This section will appear in the final order only if a “Auto-Renewal” is selected above.]* The term of this Order Form will automatically renew at the end of the Initial Order Term and any subsequent renewal terms (each equal to the initial Order Term, Renewal Term) for a maximum of five (5) Renewal Terms, unless Customer provides written notice via a support case, to Workday of non-renewal at least fifteen (15) days before the end of the then current period. The subscription fees for the relevant Renewal Term will be at Workday's then-current rate (refer to the Workday Tenant Pricing page in the Workday Community). Invoices will be due for such renewals in accordance with the terms of the MSA.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department, to approve the following:

**Agreement With:**

Workday, Inc.  
Pleasanton, CA

**Purpose:**

To request approval for the use of ERP contingency funds to purchase 150 Workday training credits for staff development.

**Amount:**

\$99,000.00.

**Funding:**

ARPA funding approved through Resolution No. 89 of 2023.

Original Contingency Fund: \$1,553,880.00

Contingency Funds Approved to date:

\$1,479,264.30,

Contingency Fund Balance: \$74,615.70

3/11/26

## Training Credits

Training Credits	Price per Credit (USD)
1-10	\$800
11-25	\$760
26-50	\$735
51-75	\$710
76-100	\$685
101-249	\$660
250+	\$620

If we purchase between 101 and 249 credits, the price per credit is \$660. If we purchased 150 credits that would cost \$99,000.

However I just received an email today that Workday has changed one of their programs.



We are excited to announce a new enhancement to your Workday Success Plans subscription: Training Credits are now included as part of our Education & Training offerings with the WSP 2026R1 release, effective February 13, 2026.

Training Credits are designed to help you build and deepen in-house expertise, giving your administrators more flexibility to master and maintain your Workday system.

**Training Credit Allotments**

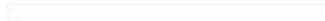
These annual Training Credit allotments replace the current Workday Administrator Library enrollment waivers, which will be retired as part of the 2026R1 release. Any current enrollments in Workday Administrator Library courses will not be impacted. All courses previously available in the Workday Administrator Library will continue to be offered within the Training Catalog.

The difference: Your Training Credits can now be used across the full catalog, rather than being limited to specific courses of the Administrator Library.

Workday Success Plan members originally had access to take on demand classes for Administrators included in the WSP. They have now discontinued that and are giving credits based on your WSP level. Our membership level is Accelerate. That entitles us to 20 credits that were just loaded to our account today. We have until 12/20/2026 to use those. It might make a difference to how many we need to purchase.

Account Name: **County of Lancaster PA**

**Training Payments** ⓘ

<b>WSP Training Credits</b> Order Form 429981 Expires Dec 20, 2026  20/20 credits remaining 	<b>Training Credits</b> Order Form 426525 Expired Dec 19, 2025  0/149 credits remaining 	<b>Pay as You Go</b>  
--	--	---

**Waived Enrollments** ⓘ

<b>Workday Pro Exam Waiver - WSP - 429981</b> Expires Dec 19, 2028  Workday Pro Exam Fee 50/50 enrollments remaining 	<b>Workday Administrator Library</b> Expired Feb 12, 2026  77/100 enrollments remaining 
---	---

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department and General Services, to approve the following:

**Agreement With:**

DSC Solutions, LLC  
Lancaster, PA

**Purpose:**

To award a contract for custodial services.

**Amount/Term:**

\$397,227.48 for a one-year period from March 28, 2026 through March 27, 2027 with four one-year options to extend.

This is a decrease of \$235,208.52, 37.19% from the present contract due to a reduction in man hours and services being provided.

**Funding:**

General Services budget.

3/11/26

## CUSTODIAL SERVICES AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF LANCASTER (hereinafter "the COUNTY") a class 2A county of the Commonwealth of Pennsylvania with an address of 150 North Queen Street, Lancaster, PA 17603, and DSC Solutions, LLC (hereinafter "SUPPLIER") whose principal address is 3 Kennedy Street, Lancaster, PA 17602.

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

1. **SCOPE OF SERVICES.** SUPPLIER agrees to provide CUSTODIAL SERVICES at the invitation of the COUNTY including but not limited to those described in Section 3 of the Request for Proposal (25-027).
2. **COMPENSATION.** The COUNTY agrees to pay SUPPLIER for the services listed in this Agreement at the rate and in the manner indicated in SUPPLIER's executed and accepted Proposal. Said payment shall be the total compensation paid by the COUNTY to SUPPLIER, including all related incidental work thereto.
3. **REPRESENTATIONS.** SUPPLIER further agrees to the following:
  - a. SUPPLIER shall strictly maintain all clients' confidentiality and rights to privacy regarding names, identities, clients, records, etc.
  - b. SUPPLIER shall comply with Health Insurance Portability and Accountability Act of 1996 (hereinafter "HIPAA") regulations regarding the identification, use, and disclosure of Protected Health Information (PHI). A formal HIPAA business associate agreement is not needed on the basis of 45 CFR 164.502 (e)(1)(ii).
  - c. SUPPLIER, its agents, employees, directors, and officers shall not be considered employees of the COUNTY for any purpose and specifically as any benefits or withholding of taxes is concerned. No withholding will be made by the COUNTY for any federal, state, social security, or local taxes from the amounts paid to SUPPLIER by the COUNTY. SUPPLIER agrees to be solely responsible for the withholding and payment of such taxes.
  - d. SUPPLIER, its agents, employees, directors, and officers shall not be covered by the COUNTY'S workers' compensation or unemployment insurance provided by the COUNTY to its employees and expressly waives any such coverage. The COUNTY shall not be responsible for any loss, liability, claim, damages, or expenses resulting from or arising out of any act or omission, or any violation of law on the part of third persons causing damages to the SUPPLIER.
  - e. SUPPLIER shall not assign its rights or obligations under this AGREEMENT to any other person or entity whatsoever unless written consent is first obtained from the COUNTY.
  - f. In order to protect the COUNTY'S goodwill, SUPPLIER, its agents, employees, and officers all agree to conduct themselves reasonably, prudently, and courteously in such a manner so as not to reflect adversely upon the COUNTY; and SUPPLIER will perform at all times faithfully, industriously, and to the best of its ability, experience, and talents all of the duties that may be required pursuant to the expressed and implicit terms of this AGREEMENT, and to the complete satisfaction of the COUNTY; and will act in conformity with all statutes, regulations, and ordinances of the United States, the Commonwealth of Pennsylvania, and the COUNTY.
  - g. SUPPLIER certifies that it is in compliance with the Drug-Free Workplace Act. Use, possession, sale, manufacture, or distribution of illegal drugs or other controlled substances (not documented as for

medical reasons) on the work site by employees, subcontractors, or agents is prohibited. Employees, subcontractors,

and agents shall be notified of this prohibition and that violators of this policy may be removed or barred from the work site at the discretion of the COUNTY.

- h. SUPPLIER agrees to replace any individual on its service team upon reasonable Invitation of the COUNTY. The COUNTY has the sole right to accept and reject any individual assigned to provide Custodial Services.

- 4. TERM OF AGREEMENT. This AGREEMENT shall remain in effect for one (1) year commencing on March 28, 2026, and terminating March 27, 2027. Either party may terminate this AGREEMENT by giving the other party thirty (30) days' written notice.

The term of this Agreement shall be for a one (1) year base period commencing on March 28, 2026, and terminating March 27, 2027. The COUNTY, at its sole option, may extend this AGREEMENT for an additional four (4) one (1) year periods if all terms and conditions are mutually agreed upon by both parties at least ninety (90) days prior to the end of the current AGREEMENT term. The COUNTY reserves the right to negotiate and change terms and conditions as necessary in the best interest of the COUNTY.

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

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

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

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

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

- 7. INDEMNIFICATION. SUPPLIER, its officers, directors, agents, employees, heirs, successors, and assigns shall

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

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

hired by SUPPLIER to perform work under this contract.

10. INSURANCE.

- a. The selected firm shall, at its sole cost and expense, procure and maintain in full force and effect covering the performance of the services rendered under this AGREEMENT, insurance in the types and limits specified below. In addition to the insurance coverage and limits listed herein, the selected firm shall obtain any other insurance coverage as may be required by law.
  - i. General Liability Insurance:
    - Limits of Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate
    - Products-Comp/Ops: \$2,000,000 in the aggregate
    - Personal & Advertising Injury: \$1,000,000 in the aggregate
    - Medical Expense (any person): \$5,000 per occurrence
    - Coverage: Premise operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees and volunteers as additional insured, joint liability, and broad form property damage (including completed operations).
  - ii. Workers' Compensation and Employers' Liability Insurance:
    - Limits of Liability: Workers' Compensation - Statutory Limits.
    - Employers' Liability –
      - Bodily Injury by Accident: \$500,000 Each Accident
      - Bodily Injury by Disease: \$500,000 Each Employee
      - Bodily Injury by Disease: \$500,000 Policy Limit
      - Other States' coverage and Pennsylvania endorsement.
  - iii. Automobile Liability:
    - Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
    - Coverage: Owner, non-owned, and hired vehicles.
  - iv. Professional Liability Insurance:
    - Limits of Liability: \$1,000,000 by claim and \$10,000,000 in the aggregate.
    - Coverage: For occurrences happening during the performance of services required under this AGREEMENT, coverage shall be maintained in full force and effect under the policy for the full term of the AGREEMENT period, including options and extensions. The policy shall include a "tail coverage" if a one (1) or two (2) year period of exposure exists.
  - v. Umbrella Liability: Umbrella and/or Excess Liability Coverage in the amount of \$1,000,000.
- b. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility, which have been rated A- or better by A.M. Best Rating Service, which are licensed to do business in the Commonwealth of Pennsylvania.
- c. If SUPPLIER desires to self-insure any or all of the coverages listed in this section, it shall provide to the COUNTY documentation that such self-insurance has received all the approvals required by law or regulations, as well as the most recent audited financial statement of the selected firm's insurance. Any coverage which is self-insured shall provide the same coverage limits and benefits as the coverages listed in this section.
- d. The COUNTY reserves the right to review categories and levels of insurance coverage held by SUPPLIER in an ongoing program of risk management. SUPPLIER will be notified, in writing, of coverage requirements as determined by this review and SUPPLIER agrees to secure such requested coverage.
- e. If SUPPLIER fails to obtain or maintain the required insurance, the COUNTY shall have the right to treat such failure as a material breach of the AGREEMENT and to exercise all appropriate rights and remedies.

- f. SUPPLIER shall include all subcontractors as insureds under its policies or shall furnish separate Certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this AGREEMENT.
  - g. Waiver of subrogation in favor of the COUNTY, its Board of Commissioners, employees, directors, officers, departments, and divisions applies under all policies.
  - h. When it applies, Additional Insured must read: The County of Lancaster, its Board of Commissioners, employees, directors, officers, departments, and divisions shall be included as additional insured with respect to the work performed for this contract: Custodial Services RFP #25-027.
  - i. Cancellation Clause must read: Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
  - j. Certificate Holder - County of Lancaster, Attn: Purchasing Department, 150 North Queen Street, Lancaster, PA 17603.
  - k. SUPPLIER hereby expressly waives any immunity under the Workers' Compensation Act, either as an employer or statutory employer, for any claim brought by the COUNTY. This waiver is intended to comply with the provisions of Section 303(b) [77 P.S. § 481(b)] of said Act.
  - l. SUPPLIER shall accept full responsibility for the payment of premiums of all insurance for SUPPLIER or SUPPLIER's employees who are performing services pursuant to this AGREEMENT.
11. HOLD HARMLESS CLAUSE. In the event that any of the insurance hereinbefore provided shall not, by reason of any act, omission, or negligence of SUPPLIER be procured or kept in full force and effect, SUPPLIER shall indemnify, defend, and save harmless the COUNTY against losses, claims, and demands to the same extent as the COUNTY would have been indemnified by each insurance if it had been in full force and effect.
12. INDEPENDENT CAPACITY OF SUPPLIER. SUPPLIER, its employees, and agents are not deemed to be employees of the COUNTY in any manner whatsoever and shall act in an independent capacity and not as officers, employees, or agents of the COUNTY.
13. NO ASSIGNMENT. SUPPLIER shall not assign any part of this AGREEMENT without prior written approval of the COUNTY.
14. LIQUIDATED DAMAGES
- a. If SUPPLIER fails to perform the services within the time specified in this AGREEMENT, or any extension, SUPPLIER shall, in place of actual damages, pay to the COUNTY as fixed, agreed, and liquidated damages, for each occurrence, the following:
    - i. In the event that the AGREEMENT is terminated, in whole or in part, for default or because SUPPLIER fails to perform satisfactorily, SUPPLIER may be charged the sum of \$250.00 per day for each calendar day from the date of notification until the date of correction.
  - b. Alternatively, if delivery or performance is so delayed, the COUNTY may terminate this AGREEMENT in whole or in part. In that event, SUPPLIER shall be liable for fixed, agreed, and liquidated damages accruing until the time the COUNTY may reasonably obtain delivery or performance of similar supplies or services.
  - c. SUPPLIER shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of SUPPLIER.
15. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR(S). Funds are not presently available for performance under this contract beyond December 31, 2026, or for services initially contemplated for performance

starting in 2026. The COUNTY's obligation for performance of the AGREEMENT beyond December 31, 2026, is contingent upon the availability of appropriated funds upon which payment for AGREEMENT purposes can be made. No legal liability on the part of the COUNTY for any payment may arise for performance under this AGREEMENT beyond December 31, 2026, until funds are made available by the COUNTY and until SUPPLIER receives notice of availability, to be confirmed in writing by the issuance of a Delivery Order or Purchase Order by the County Purchasing Department.

16. FAMILIARITY WITH PROPOSED WORK. SUPPLIER certifies that it has carefully considered the work proposed and the COUNTY's Invitation for Bid to determine the difficulties and requirements incidental to the prosecution of the work, and that it possesses the necessary experience, expertise, and resources to meet or exceed the needs expressed in the RFP.
17. NON-DISCRIMINATION. SUPPLIER agrees to comply with all applicable State and Federal laws, regulations, procedures, and orders which protect the civil rights of employees, job applicants, and recipients of services. SUPPLIER expressly agrees to comply with Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990, and all other applicable Federal, State, and/or Local Laws, ordinances, rules and regulations, and orders prohibiting discrimination in hiring or employment opportunities. It shall not be an excuse for non-compliance that SUPPLIER has or intends to delegate any of its responsibilities to any union, training program, other source of recruitment, or other entity, but SUPPLIER shall remain primarily responsible for compliance hereunder.
18. CERTIFICATION REGARDING IMPARTIALITY AND CONFLICT OF INTEREST. SUPPLIER certifies that it is a totally independent contractor and that to the best of its knowledge, no COUNTY official or employee is also an owner, corporate officer, or employee of its business, or has a vested interest, financial or otherwise, in this AGREEMENT or in the business of SUPPLIER.
  - a. SUPPLIER further certifies that it has fully disclosed as part of its Bid, in writing and prior to executing this AGREEMENT, which of its owners, corporate officers, management level employees, and associates is employed by the COUNTY or is a family member of a COUNTY employee, stating the persons' names and positions with SUPPLIER and whether such individual has a position of authority and/or will be involved with the prison transport duties on a daily/monthly basis.
  - b. SUPPLIER will inform the COUNTY in writing immediately if any potential conflict of interest arises during the performance of this AGREEMENT. Conflict of interest may constitute grounds for termination of this AGREEMENT following notification by the COUNTY to SUPPLIER (allowing SUPPLIER a reasonable opportunity to respond) where same is not corrected by SUPPLIER within a reasonable time period after notice.
19. IMMIGRATION REFORM AND CONTROL ACT OF 1986. SUPPLIER recognizes its responsibilities to assure identity and employment eligibility of its own employees under the Immigration Reform and Control Act of 1986 and any record acquisition and retention requirements under the Act.
20. STATUTES APPLICABLE TO THIS AGREEMENT. SUPPLIER is responsible for familiarity and compliance with all statutes that apply to its performance under this AGREEMENT.
21. NO ARBITRATION CLAUSES. SUPPLIER agrees that no AGREEMENT with the County shall include Arbitration Clauses.
22. LICENSING. SUPPLIER and all individuals acting under the authority of the SUPPLIER shall at all times be appropriately licensed in the Commonwealth of Pennsylvania to perform all services under this Agreement. Failure to be so licensed shall be an instance of default.
23. DEFAULT/BREACH/RESOLUTION. If SUPPLIER or the COUNTY defaults in its performance under the Terms and Conditions of the AGREEMENT, the defaulting party shall be promptly notified in writing. If the

defaulting party fails to resolve a default within thirty (30) days after notification, or if the default requires more than thirty (30) days to resolve and the defaulting party fails to begin resolution of the default within thirty (30) days after notification, this AGREEMENT will be terminated. The COUNTY reserves the right to suspend, revise, or withhold funds in whole or part for reasons of noncompliance with the terms and provisions of the AGREEMENT. In addition, should the default of SUPPLIER necessitate the County termination of this contract in whole or in part, COUNTY may acquire, correct, or replace with services or supplies similar to those terminated and SUPPLIER shall pay to the COUNTY the cost occasioned by its default and/or make an equitable adjustment in the contract price at the option of the COUNTY.

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24. AGREEMENT NOT TO HIRE. SUPPLIER and the COUNTY both agree not to solicit, hire, contract with, or engage the employment or services of any employee or former employee of SUPPLIER or the COUNTY during the period of, and for one (1) year after, the termination of the AGREEMENT without prior written approval of the other party. SUPPLIER and the COUNTY agree that such approval will not be unreasonably withheld.
  25. CONFIDENTIAL INFORMATION. All Information contained in the files of the COUNTY and all departments thereof is considered "Confidential Information." "Confidential Information" means any and all information, data, documents, files, and records disclosed to SUPPLIER by the COUNTY either directly or indirectly, in writing or orally. Confidential Information does not include information which (i) is known to SUPPLIER at the time of disclosure to SUPPLIER by the COUNTY as evidenced by written records of SUPPLIER, (ii) has become publicly known and made generally available through no wrongful act of SUPPLIER or (iii) has been rightfully received by SUPPLIER from a third party who is authorized to make such disclosure.
    - a. SUPPLIER agrees not to use any Confidential Information disclosed to it by the COUNTY for its use or for any purpose except to carry out discussions concerning, and the undertaking of, any business relationship between SUPPLIER and the COUNTY to third parties or to employees of SUPPLIER except employees who are required to have the information in order to carry out the discussions or intentions of the aforementioned relationship. SUPPLIER will have or has had employees who have access to Confidential Information of the COUNTY sign a nondisclosure agreement in content substantially similar to this AGREEMENT and will promptly notify the COUNTY in writing of the names of each such employee upon the invitation of the COUNTY at any time. SUPPLIER agrees that it will take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the COUNTY in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have any such information, which measures shall include the highest degree of care that SUPPLIER utilizes to protect its own Confidential Information of a similar nature. SUPPLIER agrees to notify the COUNTY promptly in writing of any misuse or misappropriation of Confidential Information of the COUNTY which may come to SUPPLIER's attention.
  26. HIPAA. If applicable, SUPPLIER agrees to comply with HIPAA. SUPPLIER assumes any and all responsibility for compliance with HIPAA relative to the processing, confidentiality, and security of medical and/or health information and related documentation/records in connection with SUPPLIER's provision of services as set forth under the AGREEMENT. SUPPLIER hereby agrees to indemnify, defend, reimburse, and hold harmless the COUNTY, its officers, agents, and employees for, or on account of, any violation of HIPAA attributable to its performance under the AGREEMENT which subjects the COUNTY to any non-compliance penalties, whether civil or otherwise.
  27. Choice of Law. This Agreement and all related documents, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the Commonwealth of Pennsylvania, United States of America (including its statutes of limitations), without giving effect to the conflict of law's provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the Commonwealth of Pennsylvania.

28 Choice of Forum. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement may be brought against any of the Parties in the courts of the Commonwealth of Pennsylvania, County of Lancaster, or, if it has or can acquire jurisdiction, in the United States District Court for the Eastern District of Pennsylvania, and each of the Parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to venue laid therein. Process in any action or proceeding referred to in the preceding sentence may be served on any Party anywhere in the world. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have executed this AGREEMENT as of the date above first written, intending to be legally bound hereby.

ATTEST:

COUNTY OF LANCASTER, PENNSYLVANIA  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Lawrence M. George, Chief Clerk

\_\_\_\_\_  
Ray D' Agostino, Chairman

\_\_\_\_\_  
Joshua G. Parsons, Vice-Chairman

\_\_\_\_\_  
Alice Yoder, Commissioner

DSC Solutions, LLC



Printed Name: Alan Chachapoyan

Title: Managing Director

**Custodial Services**

**RFP #25-027(ALL Submitted Proposals)**

**"UNOFFICIAL" Results**

**POSTED: Tuesday, December 4, 2025**

**OPENED: Wednesday, January 28, 2026 - 11:00 AM**

**AWARD DATE: Wednesday, March 11, 2026**

**CONTRACT PERIOD: March 28, 2026 - March 27, 2027**

***The County of Lancaster considers no bids to be "official" until a Resolution is approved by Bidders should therefore consider the bids posted below as "unofficial" and not to make***

**RECOMMENDED VENDOR**

**DSC Solutions, 3 Kennedy Street, Lancaster, PA 17602**

Cleanteam Building Services, 651 Market Street Lemoyne, PA 17043

Kleen-Tech, 2810 Emnick Boulevardlvd, Bethlehem, PA 18020

LGC Global Energy FM, LLC, 7310 Woodward Avenue Suite 500A, Detroit, MI 48202

The Man of the White Gloves LLC. 16 Woodridge Ct, Newton, NJ 07860

## **RESOLUTION NO. 15 OF 2026**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster to authorize cash rounding for in-person cash payments due to limited penny availability.

**WHEREAS**, County accepts in-person payments for taxes, fees, fines, permits, licenses, and other charges; and

**WHEREAS**, the United States has discontinued the production of the penny and now experiences shortages of the one-cent coins, making it difficult for customers to provide exact payment amounts in cash and for County offices to reliably provide exact change for cash transactions; and

**WHEREAS**, maintaining efficient customer service and sound internal controls requires a consistent, transparent approach to handling cash payments when it comes to pennies; and

**WHEREAS**, many businesses and local governments have adopted cash-rounding practices that apply only to the cash tendered while crediting the payer's account for the exact amount owed; and

**WHEREAS**, the Board of County Commissioners finds that adopting a uniform cash-rounding policy is in the best interest of the County and the public;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LANCASTER, PENNSYLVANIA**, that the Board hereby approves the authorization of cash rounding as follows:

### **Section 1. Authorization of Cash Rounding**

A. When a customer makes an in-person payment using cash and is unable to provide the exact amount, County offices are authorized to round the cash tendered to the nearest five cents (\$0.05) in accordance with the rounding rules in Section 2.

B. The customer's account shall be credited for the exact amount owed, regardless of rounding applied to the cash tendered.

### **Section 2. Rounding Method**

Cash totals ending in:

- \$0.01 or \$0.02 will be rounded down to \$0.00
- \$0.03 or \$0.04 will be rounded up to \$0.05
- \$0.06 or \$0.07 will be rounded down to \$0.05
- \$0.08 or \$0.09 will be rounded up to \$0.10

Rounding shall be applied to the total amount due, not to individual line items.

**Section 3. Scope of Application**

- A. This resolution applies only to in-person cash transactions.
- B. Electronic payments, checks, credit cards, debit cards, and other non-cash payment methods shall not be rounded and shall be processed for the exact amount due.
- C. Customers who present exact change, including pennies, shall be permitted to pay the exact amount owed.

**Section 4. Accounting Treatment**

Any rounding difference resulting from this policy shall be recorded in accordance with the County's established cash over/short procedures and internal controls.

**Section 5. Notice to the Public**

County departments that accept cash shall post notice at points of payment advising customers that cash payments may be rounded to the nearest five cents due to limited penny availability.

**Section 6. Administration**

The Controller's Office is authorized to issue administrative procedures and guidance necessary to implement this resolution consistently across County departments.

**Section 7. Effective Date**

This resolution shall take effect on \_\_\_\_\_.

ADOPTED this \_\_\_ day of March 2026, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

\_\_\_\_\_  
Ray D'Agostino, Chairman

\_\_\_\_\_  
Lawrence M. George  
County Administrator/Chief Clerk  
County of Lancaster, PA

\_\_\_\_\_  
Joshua G. Parsons, Vice Chairman

\_\_\_\_\_  
Alice Yoder, Commissioner

**Board of Commissioners of  
Lancaster County, Pennsylvania**