

**25465**

**DATE:** March 9, 2012

**TO:** Board of Acquisition & Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**RE:** Authorization to enter into Agreements with the Medicare Rights Center, the Westchester Library System, and Family Services of Westchester for the purpose of providing Information and Assistance for the elderly under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$91,400.00, in the individual amounts set forth on the attached Schedule "A", for the period January 1, 2012 through December 31, 2012

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Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into agreements with the Medicare Rights Center, the Westchester Library System, and Family Services of Westchester (the "Agreements") for the purpose of providing Information and Assistance for the elderly under Title IIIB of the Older Americans Act (the "Program"), in the individual amounts set forth on the attached Schedule "A," for a total aggregate amount not to exceed \$91,400.00, to be paid pursuant to an approved budget for the period commencing January 1, 2012 and terminating December 31, 2012. The County, at its sole option, may renew the Agreements for up to two (2) additional one (1) year periods, subject to the prior approval of your Honorable Board.

The Agreements will serve a public purpose by providing supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed Agreements are to provide Westchester County seniors and their families with information and assistance in obtaining benefits and services available to them in the community.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and maintain a cost-effective lifestyle. The Title III-B programs aim to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of the County's elderly.

The services will be tracked, monitored and evaluated through monthly reporting activities and annual on-site reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe fashion.

The Agreements are exempt from the procedures of the Westchester County Procurement Policy pursuant to section 3(a) xix thereof. Nevertheless, last year the Department issued a request for proposals (“RFP”) to solicit proposals from qualified agencies to provide Program services. The RFP was also announced at the department’s Public Hearing on October 18, 2011 and posted on the County website. Only three (3) proposals were received in response to the RFP. These proposals were submitted by the Medicare Rights Center, the Westchester Library System, and Family Services of Westchester.

The Proposals were evaluated on both technical and financial criteria, including but not limited to, qualifications and experience, technical knowledge, implementation methodology, soundness of the proposed program, and program design. Following a careful review of the proposals with reference to the evaluation criteria set forth in the RFP, it was determined that each proposer met the required specifications and submitted a proposal that maximizes services in accordance with the budgeted amount.

Accordingly, approval of the attached resolution is most respectfully recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2012 - PRIMARY VIEW (SECRETARY)

**RESOLUTION**

UPON A COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, be it hereby:

RESOLVED, that the County of Westchester is hereby authorized to enter into agreements with the Medicare Rights Center, the Westchester Library System, and Family Services of Westchester (the "Agreements") to provide Information and Assistance for the elderly under Title IIIB of the Older Americans Act for the period 1/1/12 through 12/31/12, in the total aggregate amount not to exceed \$91,400.00, in the individual amounts set forth in Schedule "A." The County at its sole option, may renew the Agreements for up to two (2) additional one (1) year periods subject to the prior approval of your Honorable Board; and be it further

RESOLVED, that the Agreements are subject to County Appropriations; and be it further

RESOLVED, that the Agreements are also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreements with the subcontractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the subcontractors, then the subcontractors shall have the right to terminate their respective Agreements upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
charged	263	85	686M	4830	T-686	\$19,400.00
charged	101	24	1000	4957	N/A	\$72,000.00

Budget Funding Years 2012 Start Date 1/1/12 End Date 12/31/12  
(must match resolution)

Funding Source	Tax Dollars \$72,000.00
\$91,400.00	State Aid _____
(must match resolution)	Federal Aid \$19,400.00
	Other \$ _____

**SCHEDULE "A"**

<u>AGENCY</u>	<u>NOT TO EXCEED FEDERAL FUNDS</u>	<u>SUBCONTRACTOR MATCH</u>	<u>COUNTY MATCH</u>	<u>GROSS</u>
Family Services of Westchester	\$0	\$0	\$36,000.00	\$36,000.00
Medicare Rights Center	\$19,400	\$0	\$0	\$19,400.00
Westchester Library System	\$0	\$0	\$36,000.00	\$36,000.00
<b>TOTALS</b>	<b>\$19,400.00</b>	<b>\$0</b>	<b>\$72,000.00</b>	<b>\$91,400.00</b>

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2012 - JOMERY VIEIRA, SECRETARY