

**25807**

**DATE:** March 23, 2012

**TO:** Board of Acquisition & Contract

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

**RE:** Authorization to enter into an Agreement with Family Services of Westchester, Inc. to provide homemaker services for the elderly under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$54,852.00, for the period January 1, 2012 through December 31, 2012

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Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("FSW") for the purpose of providing homemaker services for the elderly under Title IIIB of the Older Americans Act in an amount not to exceed \$54,852.00, comprised of \$49,367.00 in Federal funds and \$5,485.00 in subcontractor matching funds, 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 Agreement for up to two (2) additional one (1) year periods, subject to the prior approval of your Honorable Board.

This agreement 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 contract are to provide the homebound elderly population with benefits and services available to them in the community.

The goals and objectives of the program are in the best interests of Westchester County in terms of fiscal responsibility because it effectively allows seniors to remain at home thus preventing costly institutionalization.

The goals and objectives will be tracked and monitored through monthly reporting activities and onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

The agreement with FSW is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof. Nevertheless, on November 11, 2011, the Department issued a Request for Proposals ("RFP") to invite qualified agencies to submit proposals to provide homemaker services to homebound elderly Westchester residents. The Proposal due date was December 15, 2011. In an effort to solicit as many proposers as possible, on October 18, 2011 the Department held a public meeting to announce the various services for which it would be issuing RFPs for 2012. In advance of the public meeting, the Department sent out 1500 notices to aging service providers to invite them to attend the meeting. The Department also placed a legal notice

in the newspaper announcing the public meeting three (3) weeks prior to the meeting date. In addition, the Department sent out another 1500 notices to aging service providers to attend a second public meeting, the RFP applicants meeting. Copies of the RFP were also mailed to all providers that requested one. The RFP was also posted on the County's website. Despite these efforts, only one (1) proposal was received in response to the RFP. This proposal was submitted by FSW.

FSW's proposal was 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 FSW's proposal with reference to the evaluation criteria set forth in the RFP, FSW, although submitting the only proposal, was nevertheless selected because it met the required specifications and submitted a proposal that maximizes services in accordance with the budgeted amount.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

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

MC/SJ/

APPROVED BOARD OF ACQUISITION & CONTRACTS ACT 02/19/2022 JMM/KV/FEIRA, 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 an agreement (the "Agreement") with Family Services of Westchester, Inc. to provide homemaker services for the elderly under Title IIIB of the Older Americans Act for the period 1/1/12 through 12/31/12, in an amount not to exceed \$54,852.00, comprised of \$49,367.00 in Federal funds and \$5,485.00 in subcontractor matching funds, pursuant to an approved budget; and be it further

**RESOLVED** that the County, at its sole option, may renew the Agreement 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 Agreement with the Contractor is subject to County Appropriations; and be it further

**RESOLVED,** that the Agreement with the Contractor is 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 Agreement with the Contractor, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the contractor, then the Contractor 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
	263	85	686M	4830	T-686	\$49,367.00
	N/A	N/A	N/A	N/A	N/A	\$5,485.00

Budget Funding Years 2012  
(must match resolution)

Start Date 1/1/12

End Date 12/31/12

Funding Source  
\$54,852.00  
(must match resolution)

Tax Dollars \$ \_\_\_\_\_  
State Aid \_\_\_\_\_  
Federal Aid \$ 49,367  
Other \$ 5,485.00