

26725

DATE: May 04, 2012

TO: Board of Acquisition and Contract

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

RE: Authority to enter into an Agreement with Elderserve Licensed Homecare Services to provide Senior Center Recreation and Education for Caregivers services under Title III-B of the Older Americans Act for a total aggregate amount not to exceed \$49,147.00 for the period January 1, 2012 through December 31, 2012

The County of Westchester, acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Elderserve Licensed Homecare Services ("Elderserve") for the purpose of providing Senior Center Recreation and Education for Caregivers services under Title III-B of the Older Americans Act (the "Program"), for the period January 1, 2012 through December 31, 2012, in a total aggregate amount not to exceed \$49,147.00, comprised of \$44,232.00 in Federal funds pursuant to an approved budget and \$4,915.00 in contractor matching funds. The County at its sole option may renew the Agreement for up to two (2) additional one (1) year terms, subject to the prior approval of your Honorable Board

Elderserve will plan caregiver recreation services for seniors 60 years and older to socialize and participate in recreational programs. Qualified staff will be provided to conduct recreational activities and caregiver training sessions in a structured environment at various senior centers in the County.

The Agreement will serve a public purpose by providing seniors with a common place where they can socialize and participate in recreational programs. Caregivers are provided with training and linked to vital services necessary to help relieve their caregiving roles and responsibilities.

The goals and objectives of the program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow caregivers to continue their caregiving roles, and enable seniors to remain at home, thus preventing costly institutionalization.

The goals and objectives of the program will be tracked and monitored on an on going basis through monthly reports and site visits by Department staff.

On November 22, 2011, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide Program services. 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 various 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 Elderserve.

Elderserve'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, program design. Following a careful review of the proposal, with reference to the evaluation criteria set forth in the RFP, it was determined that Elderserve met the required specifications and submitted a proposal that maximizes services in accordance with the budgeted amount.

Accordingly, I recommend adoption of the proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT 03/20/12 JOMAR VIERA, SECRETARY

RESOLUTION

UPON 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 Elderserve Licensed Homecare Services ("Elderserve") to provide Senior Center Recreation and Education for Caregivers services under Title III-B of the Older Americans Act for the period 1/1/12 through 12/31/12, in the total aggregate amount not to exceed \$49,147.00, comprised of \$44,232.00 in Federal funds and \$4,915.00 in contractor match; 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 terms, 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 Agreement is also subject to 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 the Agreement 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.

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Account to be charged	263	85	686M	4380	T686	\$44,232.00
	N/A	N/A	N/A	N/A	N/A	\$4,915.00
Budget Funding Year(s) (must match resolution)	2012		Start Date	1/1/12	End Date	12/31/12
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$ _____			
\$49,147.00 (must match resolution)	Federal Aid		\$ 44,232.00			
	Other		\$4,915.00			

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/31/2012 - JOMARY VIEIRA, SECRETARY