

ID 28818

R

DATE: August 24, 2012
TO: Board of Acquisition & Contract
FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services
RE: Authority To:

a) Enter into an Agreement with the New York State Office for the Aging (“NYSOFA”) to accept a grant in the amount of \$303,920.00 for the purpose of administering and implementing the Senior Community Service Employment Program (“SCSEP”) under Title V of the Older Americans Act for the program period July 1, 2012 through June 30, 2013; and

b) Authority to enter into an Agreement with the Urban League of Westchester County, Inc. for the purpose of administering the SCSEP program under Title V of the Older Americans Act for a total amount not to exceed \$297,596.00 for the program period July 1, 2012 through June 30, 2013

Authority is hereby requested for the County of Westchester (the “County”), acting by and through its Department of Senior Programs & Services (the “Department”) to:

- a) enter into an Agreement with the NYSOFA to accept a grant in the amount of \$303,920.00 for the purpose of administering and implementing the SCSEP Program (the “Program”) under Title V of the Older Americans Act for the program period July 1, 2012 through June 30, 2013; and
- b) enter into an Agreement with the Urban League of Westchester County, Inc. for the purpose of administering the Program under Title V of the Older Americans Act for a total amount not to exceed \$297,596.00 for the program period July 1, 2012 through June 30, 2013. 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.

Of the \$303,920 in NYSOFA grant funding, the Department will retain \$6,324.00 for program monitoring and oversight. The remaining \$297,596 of the NYSOFA grant funds will be allocated to the Urban League of Westchester, Inc. to administer the Program, recruit and train senior workers, recruit potential employers to hire the senior workers and process the employee payroll. A minimum of 75% of the total NYSOFA Allocation of \$303,920 must be used for trainee wages and fringe benefits.

The Agreements will serve a public purpose by providing a community service and work-based training program for low income older workers who have multiple barriers to employment. Many of the participants would not have a job, housing or food without the opportunity to earn wages while learning a new skill. It is intended that these community service experiences serve as a bridge to other employment positions that are not supported with government funds.

The goals and objectives of the Program are to promote employment and training opportunities for older workers for the purposes of earning additional income, gaining experience, upgrading skills and improving mental and physical health through meaningful work.

These goals and objectives are in the best interest of Westchester County in terms of fiscal responsibility because by supplementing the participants' income, their dependence on public assistance decreases or becomes non-existent. Additionally, the participants work and train in various departments within Westchester County and other municipalities, thereby supplementing the workforce that provides essential and necessary services to the community.

The goals and objectives of the Program will be tracked and monitored by the Department and NYSOFA by reviewing SPARQ system reports, which contain detailed participant data that the Urban League inputs/updates at least quarterly. In addition, the Urban League will submit monthly reports to the Department. The Department and NYSOFA will conduct an annual site monitoring visit to the Urban League to review their files. The Urban League will conduct worksite visits to monitor the employees.

The agreement with the Urban League is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xi) thereof. On November 22, 2011, the Department issued a Request for Proposals ("RFP") to invite qualified agencies to submit proposals for the purpose of administering the SCSEP Program under Title V of the Older Americans Act. 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 the Urban League.

The Urban League'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 the proposal with reference to the evaluation criteria set forth in the RFP, the Urban League was selected because it met the required specifications and submitted a proposal that maximize services in accordance with the budgeted amount. In addition, the Urban League has done significantly well in providing the aforementioned services in the past.

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 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, I recommend adoption of the proposed resolution.

RESOLUTION

Upon a communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$303,920.00, to administer and implement the Senior Community Services Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2012 through June 30, 2013; and be it further

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the SCSEP Program ("SCSEP") under Title V of the Older Americans Act for a total aggregate amount not to exceed \$297,596.00 for the program period July 1, 2012 through June 30, 2013; and be it further

RESOLVED: that the County, at its sole option, may renew the agreement with the Urban League (the "Contractor") for up to two (2) additional one (1) year terms subject to the prior approval of this 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 renegotiate the amount and rates approved herein. 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 is hereby empowered to execute all documents and take all actions necessary and appropriate to effectuate the purposes of this resolution.

Original Agreement \$303,920
 TOTAL \$303,920
 Agreement# N/A

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Credited	263	85	054M	9854	T054	\$303,920.00
Charged	263	85	054M	4380	T054	\$297,596.00
Charged	263	85	054M	Various	T054	\$6,324

Budget Funding Year(s) 2012-2013 Start Date 7/1/12 End Date 6/30/13
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid \$303,920.00
\$303,920.00 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/20/2012 JOMIRY VIEIRA, SECRETARY