

**33150**

DATE: March 26, 2013

TO: Board of Acquisition and Contract

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

RE: Authority to enter into agreements with each of the contractors set forth in the attached Schedule "A", for the purpose of providing homemaker and housekeeper services to frail, homebound seniors under the Expanded In-Home Services for the Elderly Program for the program period April 1, 2013 to March 31, 2014, for a total aggregate amount not to exceed \$2,155,614

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The County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority to enter into agreements (the "Agreements") with the agencies (hereinafter the "Contractors") listed on the attached Schedule "A" for the purpose of providing homemaker and housekeeper services to frail, homebound seniors under the Expanded In-Home Services for the Elderly Program (the "Program") for the program period April 1, 2013 through March 31, 2014, for a total aggregate amount not to exceed \$2,155,614, comprised of \$1,724,491 in State grant funds, and \$431,123 in Contractor matching funds, with the County having the sole option to renew the Agreements for up to five (5) additional one-year periods, subject to the prior approval of your Honorable Board.

The Contractors set forth in Schedule "A", will be paid hourly rates that are based on 75% of the their approved 2012 Medicaid Personal Care rate minus the recruitment and retention add-on effective 1/1/11, plus the recruitment and retention add-on, or the Medicaid rate minus the recruitment and retention add-on effective 4/1/12, plus the average recruitment and retention add-on whichever is lower as approved by the State Department of Health. Contractors without approved Medicaid Personal Care rates will be reimbursed at 75% of the 2012 Average Hourly rate for Westchester Home Care Agencies plus the average recruitment and retention add-on as contracted with the Department of Health.

The EISEP program benefits caregivers and care receivers by easing the burden on caregivers through the provision of homemaker and housekeeper services.

The proposed agreements will serve a public purpose by providing services that enable seniors to remain at home, as most seniors would prefer, thereby preventing premature institutionalization, which would come at greater expense and in a less desired environment.

The goals and objectives of the proposed agreements are to help seniors remain in their homes and communities through the provision of quality home care services that will also serve to provide relief to their caregiver(s).

The goals and objectives of the proposed agreements are in the best interests of the County in terms of health because the services to be provided with the grant funds will offer improved health and quality of life for the frail elderly and their caregivers by easing their burden through the provision of homemaker and housekeeper services. The proposed agreements are also in the best interests of the County in terms of fiscal responsibility because they effectively allow seniors to remain at home, thus preventing costly institutionalization.

The goals and objectives of the proposed agreements will be tracked and monitored by case managers through bi-monthly calls to seniors and their caregivers as to the quality of the services they are receiving and their satisfaction with the services. In addition, the Department's staff monitors and reviews case managers' client case records and records of service at the agencies providing these services, using forms approved by the New York State Office for the Aging ("NYSOFA"). Review of the program is done annually by a County monitor, as well as a monitor from NYSOFA.

For the previous fiscal year, a total of 98,000 hours of homemaker and housekeeping services were provided to approximately 225 seniors.

The Department has competitively procured these services. On February 7, 2013, the Department issued a Request for Proposals ("RFP") to solicit proposals from qualified agencies to provide Program services. The Proposal due date was March 01, 2013. In an effort to solicit as many proposers as possible, notice of the RFP was advertised in the Journal News: Westchester, Rockland and Putnam editions and posted on the County's website. In addition, the Department announced the various services for which it would be issuing RFPs for 2013 at a public meeting held on September 21, 2012. Prior to the meeting date, the Department also placed a notice in the newspaper on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices to aging service providers to attend a second public meeting for prospective RFP applicants, which was held on February 15, 2013. Fourteen (14) proposals were received in response to the RFP from the agencies listed on the EISEP RFPs Agency Response Sheet hereto attached as part of Schedule A. 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, program design and familiarity with personal care services, as well as completion of homecare rates. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, only the nine (9) agencies listed in the attached Schedule "A" were selected. These contractors were selected because each met the required specifications and submitted proposals that maximize services in accordance with the budgeted amount.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ/

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into agreements (the "Agreements") with the agencies (hereinafter the "Contractors") listed in the attached Schedule "A", to provide homemaker and housekeeper services to frail, homebound elderly who reside in Westchester County under the Expanded In-Home Services for the Elderly Program (the "Program") for the program period April 1, 2013 through March 31, 2014, for a total aggregate amount not to exceed \$2,155,614, comprised of \$1,724,491 in State grant funds, and \$431,123 in Contractor matching funds, to be paid based on a percentage of the Medicaid rates approved by the State Department of Health; and be it further

RESOLVED, that the County at its sole option may renew the agreements with the Contractors for up to five (5) additional one-year periods, subject to the further 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 further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these Agreements. 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 one or more of the Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to one or more of the Contractors, then such Contractors shall have the right to terminate their respective 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.

Original Agreement \$2,155,614  
 TOTAL \$2,155,614

Agreement #  
 Account to be  
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	048N	4380	T048	\$1,724,491
N/A	N/A	N/A	N/A	N/A	\$431,123

Budget Funding Year(s) 2013-2014 Start Date 4/1/13 End Date 3/31/14  
 (must match resolution)

Funding Source Tax Dollars \$0-----  
 State Aid \$1,724,491  
 \$2,155,614 Federal Aid \$0-----  
 (must match resolution) Other \$431,123--

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/25/2013 - PRIMARY VIEIRA, SECRETARY

**SCHEDULE "A"**

IN-HOME HOMEMAKER AND HOUSEKEEPER SUBCONTRACTOR AGENCIES: 2013-2014  
(To be reimbursed at their respective approved Medicaid Rates)

Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services
Any-Time Home Care, Inc.
Barksdale Home Care Services Corp.
Family Service Society of Yonkers
Family Service of Westchester, Inc.
Grace Church Community Center, Inc. d/b/a Neighbors Program
Home Health Services of Westchester Jewish Community Services, Inc.
Mrs. G's
Sunrise

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/25/2013 - JOMARY VIEIRA, SECRETARY

EISEP Request for Proposals (RFPs) Agency Response Sheet

Personal Care Services  
Program Year 2013 – 2014

RFP issue date: February 7, 2013

RFP response due date: March 01, 2013

Agency		Selected Yes or No
1	<b>A &amp; A Staffing</b>	<b>Yes</b>
2	Able	No
3	<b>Anytime</b>	<b>Yes</b>
4	<b>Barksdale</b>	<b>Yes</b>
5	Bethel	No
6	<b>Family Service Society of Yonkers (FSSY)</b>	<b>Yes</b>
7	<b>Family Services of Westchester (FSW)</b>	<b>Yes</b>
8	<b>Grace Church</b>	<b>Yes</b>
9	Interim	No
10	<b>Mrs. G's (New Vendor)</b>	<b>Yes</b>
11	Personal Touch	No
12	Pioneer	No
13	<b>Sunrise (New Vendor)</b>	<b>Yes</b>
14	<b>Westchester Jewish Community Services (WJCS)</b>	<b>Yes</b>