

33807

DATE: May 7, 2013

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 Cluster Homemaker/Personal Care services for the elderly under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$50,738, for the period January 1, 2013 through December 31, 2013

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. ("the Contractor") for the purpose of providing Cluster Homemaker/Personal Care services (the "Program") for the elderly under Title IIIB of the Older Americans Act in an amount not to exceed \$50,738, comprised of \$45,664 in Federal funds and \$5,074 in Contractor matching funds, to be paid pursuant to an approved budget for the period commencing January 1, 2013 and terminating December 31, 2013. The County, at its sole option, may renew the Agreement for up to five (5) 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.

Although the agreement with the Contractor is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof, it is subject to the Federal Common Grant Rules. As such, on February 25, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 18, 2013 to solicit proposals from qualified agencies to provide the Program services. 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. The department also e-mailed a copy of the RFP to agencies that attended an Expanded In-Home Services for the Elderly Program (EISEP) question and answer meeting held February 15, 2013.

Three proposals were received in response to the RFP. These proposals were submitted by Mrs. Gs Services, LLC, Bethel Licensed Homecare Agency and Family Services of Westchester, Inc. 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 each proposal with reference to the evaluation criteria set forth in the RFP, Family Services of Westchester, Inc's proposal was selected because it best met the required specifications and maximizes services in accordance with the budgeted amount.

We believe it would be in the best interests of the County for your Honorable Board to award the contract to Family Services of Westchester, Inc. because, in addition to the reasons stated above, Family Services of Westchester has ably provided homemaker services to homebound elderly Westchester County residents over the years.

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

MC/SJ/

RESOLUTION

UPON A COMMUNICATION FROM MAE CARPENTER, 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 Cluster Homemaker/Personal Care services (the "Program") for the elderly under Title IIIB of the Older Americans Act for the period 1/1/13 through 12/31/13, in an amount not to exceed \$50,738, comprised of \$45,664 in Federal funds and \$5,074 in Contractor matching funds, to be paid pursuant to an approved budget; and be it further

RESOLVED that the County, at its sole option, may renew the Agreement for up to five (5) 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	686N	4830	T-686	\$45,664
N/A	N/A	N/A	N/A	N/A	N/A	\$5,074

Budget Funding Years 2012
(must match resolution)

Start Date 1/1/13

End Date 12/31/13

Funding Source

Tax Dollars \$0

State Aid \$0

\$50,738

(must match resolution)

Federal Aid \$45,664

Other \$5.074

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/30/2013 - JOMARY VIEIRA, SECRETARY