

34453

DATE: June 7, 2013

TO: Board of Acquisition and Contract

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

RE: Authority to enter into Agreements with the agencies listed on the attached Schedule A to provide Supportive Services Transportation under Title III-B of the Older Americans Act for a total aggregate amount not to exceed \$29,800 for the period January 1, 2013 through December 31, 2013

Authority is requested for the County of Westchester, acting by and through the Department of Senior Programs and Services (the "Department"), to enter into agreements (the "Agreements") with Rye Interfaith Housing Corporation, Inc., Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way and Westchester Community Opportunity Program, Inc. (the "Contractors") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act (the "Programs") in a total aggregate amount not to exceed \$29,800, comprised of \$10,662 in Federal funds, \$17,953 in County funds, pursuant to an approved budget, and \$1,185 in Contractor matching funds, in the individual amounts set forth in the attached Schedule "A", for the period January 1, 2013 through December 31, 2013.

The County, at its sole option, may renew the Agreements with the Contractors for up to five (5) additional one-year periods on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals, including the prior approval of your Honorable Board.

Rye Interfaith Housing Corporation, Inc. will be providing vouchers to eligible seniors to reduce the cost of taxis for door-to-door transportation.

The Volunteer Center of United Way will be providing transportation assistance in the form of reimbursement for the cost of transportation up to a set amount per month, per participant, for volunteer work. These funds will be given to low-income senior volunteers age 55 plus to help them stay active and healthy while contributing community services to Westchester County residents.

Westchester Community Opportunity Program, Inc. will be providing one-way per person bus transportation to foster grandparent program volunteers. Transportation is for low-income senior volunteers to travel to and from various academic settings to tutor children who need extra help with school work and to participate in orientation/trainings.

The Agreements 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 Program are to supplement current transportation costs for low-income elderly Westchester residents, thus ensuring their freedom of mobility throughout the County.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and to maintain a cost-effective lifestyle. The goal of the Title III-B programs is to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of the County's elderly.

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.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)xix thereof. Nevertheless, in accordance with Section 5 of the Westchester County Procurement Policy, March 4, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 25, 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 on February 7, 2013, the New York Times in the New York Metro Full Tri State edition on February 14, 2013 and the March 2013 issue of the Non Profit Press. The RFP was also posted on the County's website and a press release announcing the 2013 RFPs was sent to the media on February 28, 2013. 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 Journal News newspaper on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices and reached out directly to potential proposers. Despite these efforts, only three proposals were received in response to the RFP. These proposals were submitted by the Contractors listed in Schedule A.

The proposals were evaluated using 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 the provision of services to be rendered, and proposed unit cost. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, each of the proposals were selected because they met the required specifications and maximized 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 these contracts to the Contractors because, in addition to the aforementioned qualifications, each contractor has successfully implemented the Programs through prior agreements with the County.

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 HEREBY:

- RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into agreements (the "Agreements") with Rye Interfaith Housing Corporation, Inc., Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way and Westchester Community Opportunity Program, Inc. (the "Contractors") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act (the "Programs") in a total aggregate amount not to exceed \$29,800, comprised of \$10,662 in Federal funds, \$17,953 in County funds, pursuant to an approved budget, and \$1,185 in Contractor matching funds, in the individual amounts set forth in the attached Schedule "A", for the period January 1, 2013 through December 31, 2013.; and be it further
- RESOLVED, that the County, at its sole option, may renew the Agreements for up to five (5) additional one-year periods, on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals, including the prior approval of the Westchester County Board of Acquisition & Contract; 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 the further financial 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 Agreements with the contractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors 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
N/A	263	85	686N	4380	T686	\$28,615
	N/A	N/A	N/A	N/A	N/A	\$1,185
Budget Funding Year(s) (must match resolution)	2013		Start Date	1/1/13	End Date	12/31/13
Funding Source	Tax Dollars		\$ 17,953			
	State Aid		\$0			
\$29,800 (must match resolution)	Federal		\$ 10,662			
	Other		\$1,185			

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2013 - JIMMY VIVIRA, SECRETARY

SCHEDULE A

AGENCY	NOT-TO-EXCEED FEDERAL FUNDS	NOT-TO-EXCEED COUNTY FUNDS	CONTRACTOR MATCH	GROSS
Rye Interfaith Housing Corporation, Inc.	\$4,147.00	\$0.00	\$461.00	\$4,608.00
Volunteer Service Bureau d/b/a Volunteer Center of United Way	\$0.00	\$17,953	\$0.00	\$17,953.00
Westchester Community Opportunity Program, Inc.	\$6,515.00	\$0.00	\$724.00	\$7,239.00
Total	\$10,662.00	\$17,953.00	\$1,185.00	\$29,800.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2013 - SUMMARY VIEW SECRETARY