

**34520**

**DATE:** June 13, 2013

**TO:** Board of Acquisition & Contract

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

**RE:** Authorization to enter into an Agreement with Richard L. Aronson, Inc d/b/a A&A Staffing Health Care Services and Family Services of Westchester, Inc. to provide Homemaker/Personal Care services for the elderly under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$21,940, for the period January 1, 2013 through December 31, 2013

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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 agreements (the "Agreements") with Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services and Family Services of Westchester, Inc. ("the Contractors") for the purpose of providing Homemaker/Personal Care services (the "Program") for the elderly under Title IIIB of the Older Americans Act in a total aggregate amount not to exceed \$21,940, comprised of \$19,746 in Federal funds to be paid based on a percentage of their respective approved Medicaid Rates, and \$2,194 in Contractor matching funds, for the period commencing January 1, 2013 and terminating on 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 21, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 15, 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 newspaper on August 26, 2012 to announce the public meeting.

Five proposals were received in response to the RFP. These proposals were submitted by the agencies listed on the attached IIIB Request for Proposals (RFP) 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, and program design. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services and Family Services of Westchester, Inc. proposals were selected because they best met the required specifications and maximize 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 Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services and Family Services of Westchester, Inc. because, in addition to the reasons stated above, both agencies have 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 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 a agreement (the "Agreements") with Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services and Family Services of Westchester, Inc. to provide Homemaker/Personal Care services (the "Program") for the elderly under Title III of the Older Americans Act for the period 1/1/13 through 12/31/13, in a total aggregate amount not to exceed \$21,940, comprised of \$19,746 in Federal funds to be paid based on a percentage of their respective approved Medicaid Rates, and \$2,194 in Contractor matching funds; and be it further
- RESOLVED** that the County, at its sole option, may renew the Agreements 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 Agreements with the Contractors are subject to County Appropriations; and be it further
- RESOLVED**, that the Agreement with the Contractors are 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 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
charged	263	85	686N	4830	T-686	\$19,746
N/A	N/A	N/A	N/A	N/A	N/A	\$ 2,194

Budget Funding Years 2013  
(must match resolution)

Start Date 1/1/13

End Date 12/31/13

Funding Source

Tax Dollars \$0

State Aid \$0

\$21,940

(must match resolution)

Federal Aid \$19,746

Other \$2,194

APPROVED BOARD OF ACQUISITION & CONTRACTING 01/11/2013 - JOMARY WEIRA, SECRETARY

## SCHEDULE A

IN-HOME HOMEMAKER CONTRACTOR AGENCIES: 2013  
(To be reimbursed at their respective approved Medicaid Rates)

Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services
Family Service of Westchester, Inc.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2013 JOMARY VERA, SECRETARY

IIIB Request for Proposals (RFP) Agency Response Sheet

Homemaker/Personal Care Services  
Program Year 2013

RFP issue date: February 21, 2013

RFP response due date: March 15, 2013

	Agency	Selected Yes or No
1	<b>A &amp; A Staffing</b>	<b>Yes</b>
2	<b>Barksdale</b>	<b>No</b>
3	<b>Family Service Society of Yonkers (FSSY)</b>	<b>No</b>
4	<b>Family Services of Westchester (FSW)</b>	<b>Yes</b>
5	<b>Mrs. G's (New Vendor)</b>	<b>No</b>

APPROVED BOARD OF ACQUISITION CONTRACT - 07/11/2013 - JOMARY VIEIRA, SECRETARY