

**34521**

**DATE:** June 13, 2013

**TO:** Board of Acquisition and Contract

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

**RE:** Request for authority to enter into an agreement with the Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way to provide Volunteer Recruitment and Recognition services under Title III-B of the Older Americans Act for an amount not to exceed \$35,905 in County funds for the program 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 the Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with the Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way (the "Contractor") pursuant to which the Contractor would provide Volunteer Recruitment and Recognition services (the "Program") under Title III-B of the Older Americans Act for an amount not to exceed \$35,905 in County funds to be paid pursuant to an approved budget. Of the \$35,905 in County funds, \$31,762 will be allocated to Volunteer Recruitment Services and \$4,143 will be allocated to Volunteer Recognition services, for the program period January 1, 2013 through December 31, 2013, with the County having the sole option to renew the Agreement with the Contractor 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. The renewal options are also subject to the prior approval of the Westchester County Board of Legislators and your Honorable Board.

The Agreement will serve a public purpose because seniors will be recruited and placed in various volunteer opportunities that meet critical community needs, thereby improving the community and quality of life.

The goals and objectives of the proposed Agreement are to assist communities in developing services to enable older persons to increase their socialization and quality of life. Establishing a volunteer recruitment program that matches the needs of organizations with eligible volunteers will help reach that goal. Volunteer recognition will help to encourage senior participation in volunteer efforts by acknowledging the value of their work that enhances the quality of their life.

The goals and objectives of the Agreement are in the County's best interests regarding fiscal responsibility as the services allow seniors to remain engaged and active in the community, thus decreasing incidents of premature institutionalization, and thereby saving County expenditures for the cost of same.

The goals and objectives shall be tracked and monitored through monthly reporting activities submitted by the Contractors and by the Department through onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

Although the proposed agreement 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 22, 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. Additionally, the Department e-mailed notices and reached out directly to potential proposers. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by the Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way.

The proposal was 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, it was selected because it met the required specifications and maximizes services in accordance with the budgeted amount.

It should also be noted that in addition to meeting the RFP criteria as mentioned above, the Contractor has successfully implemented the program through prior agreements with the County.

Accordingly, I recommend adoption of the proposed resolution.

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 (the "County") is hereby authorized to enter into an agreement (the "Agreement") with the Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way, Inc. (the "Contractor"), pursuant to which the Contractor shall provide Volunteer Recruitment and Recognition services (the "Program") under Title III-B of the Older Americans Act for an amount not to exceed \$35,905 in County funds, to be paid pursuant to an approved budget. Of the \$35,905 in County funds, \$31,762 will be allocated to Volunteer Recruitment Services and \$4,143 will be allocated to Volunteer Recognition services, for the program period January 1, 2013 through December 31, 2013; and be it further

**RESOLVED,** that the County at its sole option may renew the Agreement with the Contractor 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. The renewal options are also subject to the prior approval of the Westchester County Board of Legislators and your Honorable Board.; and be it further

**RESOLVED,** that the Agreement is subject to County appropriations; and be it further

**RESOLVED,** that the Agreement is 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 the 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 or to 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 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	4380	T686	\$35,905
Budget Funding Year(s) (must match resolution)	2013		Start Date	1/1/13	End Date	12/31/13
Funding Source	Tax Dollars	\$35,905				
	State Aid	\$0				
\$35,905 (must match resolution)	Federal Aid	\$0				
	Other	\$0				

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/18/2013 - JOHANNY VEIRA, SECRETARY