

34764

DATE: July 1, 2013

TO: Board of Acquisition & Contract

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

RE: Authorization to enter into an Agreement with DOROT, Inc. for the purpose of providing In-Home Contact/Support services to persons 60 years or older, residing in Westchester County for the period commencing January 1, 2013 and terminating December 31, 2013, for an aggregate amount not-to-exceed \$59,897

Authority is requested for the County of Westchester, acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an agreement (the "Agreement") with DOROT, Inc. ("DOROT") for the purpose of providing In-Home Contact/Support services (the "Program") to persons 60 years or older, residing in Westchester County for an aggregate amount not-to-exceed \$59,897, comprised of \$53,907 in Federal funds to be paid pursuant to an approved budget and \$5,990 in Contractor matching funds for the program period January 1, 2013 through December 31, 2013.

The County at its sole option may renew the Agreement for up to five (5) additional one (1) year periods, at the same unit cost amounts and on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, and 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 University Without Walls, Telephone Reassurance and Friendly Visiting programs designed to offer companionship that will enable the elderly to age in place even when they have outlived friends or family members.

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.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof; however, 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 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 of the RFP to potential proposers from the III E, EISEP; IIIB NAPIS; IIIB Transportation and SADS distribution lists. Only one (1) proposal was received in response to the RFP. This proposal was submitted by DOROT.

DOROT's proposal was 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 DOROT's proposal with reference to the evaluation criteria set forth in the RFP, DOROT, although submitting the only proposal, was nevertheless selected because it met the required specifications and submitted a proposal that 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 this contract to DOROT because, in addition to the reasons stated above, DOROT has done a good job in providing In-Home Contact/Support services to Westchester County residents through previous contracts. Moreover, DOROT has been a pioneer in the provision of In-Home Contact and Support since 1976 and they have significant expertise and experience in the provision of the University Without Walls, Friendly Visiting and Telephone Reassurance Programs.

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

MC/SJ/

Att.

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 an Agreement with DOROT, Inc. (the "Contractor") to provide In-Home Contact/Support services to persons 60 years or older, residing in Westchester County for an aggregate amount not-to-exceed \$59,897, comprised of \$53,907 in Federal funds to be paid pursuant to an approved budget and \$5,990 in Contractor matching funds 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 for up to five (5) additional one (1) year periods, subject to the availability of funds, acceptable past performance, and the prior approval of the County Board of Acquisition & Contract; 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 its 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.

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Account to be:						
Charged	263	85	686N	4380	T-686	\$ 53,907
N/A	N/A	N/A	N/A	N/A	N/A	\$ 5,990

Budget Funding Years 2013
(must match resolution)

Start Date 1/1/13

End Date 12/31/13

Funding Source

Tax Dollars \$0

\$59,897
(must match resolution)

State Aid \$0
Federal Aid \$53,907
Other \$5,990

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/01/2013 - JOMARY VIEIRA, SECRETARY