

34765

DATE: July 1, 2013

TO: Board of Acquisition & Contract

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

RE: Authorization to enter into Agreements with the six (6) Contractors set forth in the attached Schedule A for the purpose of providing Information and Assistance Services for elderly Westchester County residents 60 years or older under Title III-B of the Older Americans Act, for a total aggregate amount not-to-exceed \$193,186.00, in the individual amounts set forth on the attached Schedule "A", for the period January 1, 2013 through December 31, 2013

The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") seeks authority from your Honorable Board to enter into agreements (the "Agreements") with the six (6) Contractors set forth in Schedule "A" for the purpose of providing Information and Assistance Services for elderly County residents 60 years or older under Title III-B of the Older Americans Act (the "Program(s)"), in the individual amounts also set forth on the attached Schedule "A," for a total aggregate amount not- to- exceed \$193,186.00, comprised of \$130,988.00 to be paid pursuant to an approved budget and \$62,198.00 in Contractor aggregate matching funds for the period commencing on January 1, 2013 and terminating on December 31, 2013.

The County at its sole option may renew the Agreements for up to five (5) additional one-year periods, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals. Each such option will utilize all of the same pricing (i.e. unit cost), and other terms and conditions as the initial term, subject to the prior approval of your Honorable Board. It should be noted that the Westchester County Board of Legislators by Act No. 36-2012, adopted on April 16, 2012, authorized the inter-municipal Agreements with Westchester County municipalities in connection with the Title III-B Program. The existing authorization is due to expire on December 31, 2013 and a new authorization will be needed to enter into new agreements. Therefore, it should be noted that Agreement renewals with the municipalities are contingent upon a subsequent approved Board Act by the Westchester County Board of Legislators.

The Agreements with Yonkers Community Action Program and the three municipalities listed in Schedule "A" will serve to provide information and assistance to Westchester County seniors in the community.

The Agreement with the LOFT: The Lesbian, Gay, Bisexual & Transgender Community Center will serve to provide Westchester County senior LGBT individuals with information and assistance concerning social, recreational, educational and cultural activities to aid in the reduction of isolation, including the provision of current information on available opportunities and services including assistive technology; counseling and the provision of

referrals to local community resources. The Agreement with the Medicare Rights Center will serve to provide presentations known as the "Medicare Minute" to various senior groups, clubs, centers, places of worship, and other group gatherings where County seniors aged 60 and older are represented when such presentations are requested.

These Agreements will serve a public purpose by providing information for and assistance with supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed Agreements are to provide needy and vulnerable Westchester County seniors with information and assistance through the use of available public and voluntary services, and appropriate community resources.

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 maintain a cost-effective lifestyle. The Title III-B programs aim 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 Westchester County's elderly.

The services will be tracked, monitored and evaluated through monthly reporting activities and annual on-site reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe and successful fashion.

The Agreements are exempt from the Westchester County Procurement Policy pursuant to section 3(a) iii and 3(a) xix thereof; however, they are subject to the Federal Common Grant Rules. As such, on March 22, 2013, the Department issued a Request for Proposals ("RFP") with a due date of April 12, 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 contractors that previously provided the Program services and to potential proposers. Six proposals were submitted in response to the RFP from the Contractors listed in 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 the proposals with reference to the evaluation criteria set forth in the RFP, it was determined that each proposer met the required specifications and submitted a proposal that maximizes services in accordance with the budgeted amount.

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 (the "County") is hereby authorized to enter into agreements (the "Agreements") with the six (6) Contractors listed in the attached Schedule "A" to provide Information and Assistance Services for elderly Westchester County residents 60 years and older under Title III-B of the Older Americans Act for the program period January 1, 2013 through December 31, 2013, in a total aggregate amount not to exceed \$193,186.00 in the individual amounts also set forth in Schedule "A"; and be it further

RESOLVED, that the County, at its sole discretion, may renew each Agreements for up to five (5) additional one-year terms, subject to the prior approval of your Honorable Board. The renewal Agreements with the municipalities are also subject to the prior approval of the Westchester County Board of Legislators; 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 analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these Agreements. 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 subcontractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the subcontractors, then the subcontractors 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.

Original Agreement: \$193,186.00
 Agreement #:
 Total:

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686N	4830	T-686	\$130,988.00
N/A	N/A	N/A	N/A	N/A	N/A	\$62,198.00

Budget Funding Years 2013
 (must match resolution)

Start Date 1/1/13

End Date 12/31/13

Funding Source

Tax Dollars: \$0_____

\$193,186.00
(must match resolution)

State Aid : \$0

Federal Aid: \$130,988.00

Other: \$ 62,198.00

SCHEDULE "A"

<u>CONTRACTOR</u>	<u>NOT TO EXCEED FEDERAL FUNDS</u>	<u>CONTRACTOR MATCH</u>	<u>COUNTY MATCH</u>	<u>GROSS</u>
City of Mount Vernon	\$21,638.00	\$15,037.00	\$0.00	\$36,675.00
City of New Rochelle	\$29,793.00	\$20,704.00	\$0.00	\$50,497.00
City of Yonkers	\$37,390.00	\$25,983.00	\$0.00	\$63,373.00
Medicare Rights Center	\$19,400.00	\$0.00	\$0.00	\$19,400.00
The LOFT: Lesbian, Gay, Bisexual & Transgender Community Center	\$18,500.00	\$0.00	\$0.00	\$18,500.00
Yonkers Community Action Program	\$4,267.00	\$474	\$0.00	\$4,741.00
TOTALS	\$130,988.00	\$62,198.00	\$0.00	\$193,186.00

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/01/2013 - JOSE VIEIRA, SECRETARY