

35137

DATE: July 23, 2013

TO: Board of Acquisition & Contract

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

RE: Authority to:

- a) Enter into an Agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$304,213 for the purpose of administering and implementing the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2013 through June 30, 2014; and
- b) Enter into an Agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for an amount not to exceed \$298,182, for the program period July 1, 2013 through June 30, 2014

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 an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$304,213 for the purpose of administering and implementing the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2013 through June 30, 2014.

The County also seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act (the "Program") for an amount not to exceed \$298,182 in state funds to be paid pursuant to an approved budget for the program period July 1, 2013 through June 30, 2014. The Urban League will contribute \$33,802 in contractor matching funds to the program. The County, at its sole option, may renew the Agreement 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 and also subject to the prior approval of your Honorable Board.

The remaining \$6,031 in state funds will be retained by the Department for program monitoring and oversight.

The Urban League will administer the SCSEP Program, recruit and train eligible low-income senior workers 55 and older, recruit potential employers to hire the senior workers and perform

related services. The Urban League will be allocated a total amount not-to-exceed \$298,182 in state funds, 85% of which will be used to fund program participants' wages and fringes. The remaining 15% will be used for various items including staff wages and benefits, travel, administration services including Management of Information Systems, supervision, processing fiscal reports and payroll related processing and distribution.

These agreements will serve a public purpose by providing a community service and work-based training program for low income older workers who have multiple barriers to employment. Many of the participants would not have a job, housing or food without the opportunity to earn wages while learning a new skill. It is intended that these community service experiences serve as a bridge to other employment positions that are not supported with government funds.

The goals and objectives of the Program are to promote employment and training opportunities for older workers for the purposes of earning additional income, gaining experience, upgrading skills and improving mental and physical health through meaningful work.

The goals and objectives are in the best interest of Westchester County in terms of fiscal responsibility because by supplementing the participants' income, their dependence on public assistance decreases or becomes non-existent. Additionally, the participants work and train in various departments within Westchester County and other municipalities, thereby supplementing the workforce that provides essential and necessary services to the community.

The goals and objectives of the Program will be tracked and monitored by the Department and NYSOFA by reviewing SPARQ system reports, which contain detailed participant data that the Urban League inputs/updates at least quarterly. In addition, the Urban League will submit monthly reports to the Department. The Department and NYSOFA will conduct an annual site monitoring visit to the Urban League to review their files. The Urban League will conduct worksite visits to monitor the employees.

The grant agreement with NYSOFA does not constitute a procurement and as such the provisions of the Westchester County Procurement Policy and Procedures do not apply. The Agreement with the Urban League 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 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. The Department also 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 on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices to the past provider, to two other agencies that are known to provide such service (Family Services of Westchester and Goodwill Industries Workforce Development) and to several agencies from the Minority and Women Owned Business database that indicated employment services provision. Despite these efforts, only one (1) proposal was received in response to the RFP. This proposal was submitted by the Urban League.

The Urban League'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 the proposal with reference to the evaluation criteria set forth in the RFP, the Urban League was selected because its proposal met the required specifications and maximizes

services in accordance with the budgeted amount. In addition, the Urban League has done significantly well in providing the aforementioned services through prior agreements.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

Att

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/15/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$304,213 for the purpose of administering and implementing the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2013 through June 30, 2014; and be it further

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for a total amount not to exceed \$298,182 in state funds for the program period July 1, 2013 through June 30, 2014. The Urban League will contribute \$33,802 in contractor matching funds; 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 (1) year periods, subject to the prior approval of your Honorable Board; 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 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 Agreement with the Contractor or 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 is hereby empowered to execute all documents and take all actions necessary and appropriate to effectuate the purposes of this resolution.

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Credited	263	85	054N	9854	T054	\$304,213
Charged	263	85	054N	4380	T054	\$298,182
Charged	263	85	054N	various	T054	\$6,031

Budget Funding Year(s) 2013-2014 Start Date 7/1/13 End Date 6/30/14

(must match resolution)

Funding Source

Tax Dollars: _____

State Aid: \$304,213

\$304,213

(must match resolution)

Federal Aid: _____

Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/15/2013 - JIMARIS PERA, SECRETARY