

35382

DATE: August 6, 2013

TO: Honorable Board of Acquisition and 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 to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly suffering from Alzheimer's and related dementias under the Caregiver's Resource Center Grant program for the program period April 1, 2013 through March 31, 2014.
- b) Enter into an agreement with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter to provide Caregiver Resource Center Program Services to caregivers of persons 60 years or older, residing in Westchester County for the program period April 1, 2013 through March 31, 2014.

The County of Westchester (the "County") , acting by and through the Westchester County Department of Senior Programs and Services (the "Department"), is requesting authorization to enter into an Agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly under the Caregiver's Resource Center Grant program for the program period April 1, 2013 through March 31, 2014.

Authorization is also being sought to enter into an agreement (the "Agreement") utilizing the NYSOFA grant funds with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") to operate a resource center to provide Caregiver Resource Center Program services to caregivers of Westchester County residents 60 years and older suffering from Alzheimer's and related diseases in the amount of \$15,000, for the program period April 1, 2013 through March 31, 2014. The Department will reimburse at an agreed upon unit cost amount for actual services provided and data entered in the Social Assistance Management System ("SAMS") up to the not to exceed amount of the contract.

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 upon the prior approval your Honorable Board.

The remaining \$4,611 in NYSOFA grant funds will be used by the Department to support caregivers through nineteen additional Caregiver Resource Centers located throughout County in libraries and offices for the aging.

This agreement will serve a public purpose by providing information to caregiver's and caregiver's caring for persons with Alzheimer's and related dementias multiple services that include: information, assistance, individual counseling, education on Alzheimer's Disease and other types of dementia, training aimed at supporting caregivers, and education about and referrals to support groups created to offer supportive environments and foster social relationships. These services help to keep the care recipient in the home for as long as possible and save the public tax dollars by delaying placement in a long-term care facility.

The goals and objectives of the program are to educate and support caregivers caring for loved ones with Alzheimer's and related diseases, by providing multiple services designed to inform, support/relieve, and guide, so that caregivers are better equipped to meet the challenges they face daily.

The goals and objectives are in the best interest of the County because they are geared to assist the caregiver and simultaneously the care recipient thus avoiding premature institutionalization.

The services will be tracked, monitored and evaluated by monthly reporting activities and onsite reviews to determine if the contract performance goals and objectives are being met according to the terms of the agreement.

Because the Agreement with NYSOFA is for the acceptance of grant funds, it does not constitute procurement and, as such, is not subject to the Westchester County Procurement Policy. 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

Because the grant funds are subject to the Federal Common Grant Rules, on February 28, 2013, the Department issued a Request for Proposals for the Caregiver Resource Center Program ("RFP"). In an effort to solicit as many proposers as possible, notice of the RFP was advertised on February 7, 2013 in the Journal News: Westchester, Rockland and Putnam Editions on February 14, 2013 in the New York Metro Full Tri-State edition of the New York Times and the March 2013 issue of the Non Profit Press. The RFP was also posted on the County's website and a February 28, 2013 press release announced the 2013 RFPs. In addition on August 26, 2012, the Department placed a notice in the Journal News for a public meeting held on September 21, 2012 at which the various RFPs for 2013 were announced. Additionally, the Department e-mailed notices and reached out directly to prior service providers as well as to potential proposers. Only two responses were received in response to the RFP. These proposals were submitted by Elderserve Licensed Homecare Services Agency, Inc. and the Contractor.

The proposals were 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 proposals with reference to the evaluation criteria and the eligibility requirements set forth in the RFP, the

Contractor was selected because its proposal best met the required specifications; maximized services in accordance with the amount budgeted for the agreement and provided the most advantageous proposal.

For the reasons set forth above, I most respectfully recommend adoption of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/29/2013 - JOMARY VIERA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), be and is hereby authorized to enter into an Agreement with the New York State Office for the Aging to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly suffering from Alzheimer's and related dementias under the Caregiver's Resource Center Grant program for the program period April 1, 2013 through March 31, 2014; and be it further

RESOLVED, that the County is hereby authorized to enter into an Agreement with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") to provide Caregiver Resource Center Program Services to caregivers of persons 60 years or older residing in Westchester County; 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 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 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 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.

This Agreement \$19,611
 Total \$19,611

Account to be Charged/credited	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	927N	4380	T927	\$15,000
	263	85	927N	various	T927	\$ 4,611
Credited	263	85	927N	9854	T927	\$ 19,611

Budget Funding Years: 2013-2014
 (must match resolution)

Start Date 04/01/13

End Date 3/31/14

Funding Source
\$19,611
 (must match resolution)

Tax Dollars \$0
 State Aid \$19,611
 Federal Aid \$0
 Other \$0

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/23/2013 - JOSEPH VIERA SECRETARY