

41541

DATE: July 28, 2014

TO: Honorable Board of Acquisition and Contract

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

RE: Request for 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, 2014 through March 31, 2015.
- 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 in an amount not to exceed \$19,611, for the program period April 1, 2014 through March 31, 2015, with the County reserving an option to renew the Agreement for up to five (5) additional one-year periods, on the same terms and conditions as the initial term.

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, 2014 through March 31, 2015.

Authorization is also being sought to enter into an agreement (the "Agreement"), 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 persons 60 years or older, residing in Westchester County, suffering from Alzheimer's and related diseases, in an amount not to exceed \$19,611, utilizing the aforementioned NYSOFA grant funds, for the program period April 1, 2014 through March 31, 2015. The Department will reimburse the Contractor 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, a determination by the Department that an extension is in the County's best interest, and upon the prior approval your Honorable Board.

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 a procurement and, as such, is not subject to the requirements of the Westchester County Procurement Policy.

With respect to the Agreement with the Contractor, on May 21, 2014, the Department issued a Request for Proposals ("RFP") seeking proposals from qualified agencies to provide the Caregiver Resource Center Program with a due date of June 16, 2014. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County website. In addition, the Department distributed a press release about the RFP. Also, the RFP was advertised in the Journal News and the New York Nonprofit Press. There was also an article about the RFPs placed in the WSN2day.com newspaper. Despite these efforts, only one proposal was received in response to the RFP. This proposal was from the Contractor..

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 and the eligibility requirements set forth in the RFP, the Contractor was selected because its proposal met the required specifications and maximized services in accordance with the amount budgeted for the agreement

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

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

MC/SJ/jpg

Att.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/21/2014 - JOMARY VIEIRA, 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, 2014 through March 31, 2015; 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 operate a resource center to provide Caregiver Resource Center Program Services to caregivers of persons 60 years or older residing in Westchester County who are suffering from Alzheimer's and related diseases, in an amount not to exceed \$19,611, at an agreed-upon unit cost, for the program period April 1, 2014 through March 31, 2015; 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, a determination by the Department that an extension is in its best interest of the County, and subject to 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 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
Credited	263	85	927P	9854	T927	\$19,611
Charged	263	85	927P	4380	T927	\$19,611

Budget Funding Years: 2014 - 2015 Start Date 04/01/14 End Date 3/31/15
(must match resolution)

Funding Source Tax Dollars \$0
\$19,611 State Aid \$19,611
(must match resolution) Federal Aid \$0
 Other \$0

APPROVED BOARD OF ACQUISITION & CONTRACT - 08042014 - JOMARY VIEIRA, SECRETARY