

41665

DATE: August 1, 2014

TO: Board of Acquisition and Contract

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

RE: Authority to, 1) exercise the County's first option under its agreement with each of five (5) vendors, pursuant to which each vendor was to provide the County with certain Family Caregiver Support Services under Title III-E of the Older Americans Act; and 2) add certain provisions to each agreement, as required by the New York State Office for the Aging, that concern equal access to services, non-discrimination and concentration of services on target populations, in the form of an appendix, and also delete in its entirety the 2013 Recipient Characteristics Definitions contained in each agreement and replace it with the 2014 Recipient Characteristics Definitions.

By three separate resolutions approved on August 8, 2013, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with each of the five (5) vendors specified below, pursuant to which each vendor was to provide the County with certain Family Caregiver Support Services under Title III-E of the Older Americans Act ("OAA"), as specified below; provide a match in the amount specified below; and be paid an amount of Federal funds not-to-exceed that specified below, based upon a unit price for actual services rendered:

Vendor	Family Caregiver Support Services	Match Amount To Be Provided By Vendor	Not-To-Exceed Amount To Be Paid by County with Federal Funds	Total Amount
City of Yonkers	Information, Assistance	\$3,083.00	\$27,750.00	\$30,833.00
Family Service Society of Yonkers	Information, Assistance, Support groups	\$997.00	\$8,972.00	\$9,969.00
Family Ties of Westchester, Inc.	Support groups	\$997.00	\$8,972.00	\$9,969.00
Elderserve Licensed Home Care Services Agency, Inc.	Assistance (related to Project Lifesaver), Counseling (related to Project Lifesaver)	\$3,602.00	\$32,418.00	\$36,020.00
Alzheimer's Disease and Related Disorders Association, Inc. - Hudson Valley/Rockland/Westchester, NY Chapter	Information (related to Alzheimer's programs), Assistance, Counseling, Training, Support groups	\$1,850.00	\$16,650.00	\$18,500.00

Each agreement was to be for the period January 1, 2013 through December 31, 2013, with the County having the option to extend the term of each agreement for up to five (5) additional one (1) year periods, on the same terms and conditions as the initial term, subject to the availability of funds. Each agreement was subsequently executed.

The Department of Senior Programs and Services (the "Department") determined that the County continues to require these Family Caregiver Support Services. Accordingly, the Department conducted a price analysis, in accordance with the Federal Common Grant Rules, with respect to the first option under each of these five (5) agreements. Based upon the prices solicited from other prospective vendors, the Department determined that, for each agreement, the pricing available under the first option was reasonable, and that it was most economically prudent for the County to exercise its option and thereby continue to receive services from the current vendor.

Accordingly, authority is respectfully requested for the County to exercise its first option under each of the five (5) aforementioned agreements and thereby amend each agreement in order to, 1) note that the County will have four (4) remaining one (1) year options under each agreement; 2) extend the termination date of each agreement from December 31, 2013 to December 31, 2014; and 3) increase the total match amount, to be provided by each vendor, and increase the total not-to-exceed amount, to be paid by the County, as indicated below, for the option term:

Vendor	Services	Increase in Match Amount To Be Provided By Vendor, for 2014.	Increase in Not-To-Exceed Amount To Be Paid by County, for 2014
City of Yonkers	Information, Assistance	\$2,775.00	\$24,975.00
Family Service Society of Yonkers	Information, Assistance, Support groups	\$897.00	\$8,075.00
Family Ties of Westchester, Inc.	Support groups	\$897.00	\$8,075.00
Elderserve Licensed Home Care Services Agency, Inc.	Assistance (related to Project Lifesaver), Counseling (related to Project Lifesaver)	\$3,242.00	\$29,117.00
Alzheimer's Disease and Related Disorders Association, Inc. - Hudson Valley/Rockland/Westchester, NY Chapter	Information (related to Alzheimer's programs), Assistance, Counseling, Training, Support groups	\$1,666.00	\$14,986.00
Totals		\$9,477.00	\$85,228.00

In addition, the Department has been notified that it must amend each agreement to add certain provisions required by the New York State Office for the Aging ("NYSOFA") concerning equal access to services, non-discrimination and concentration of services on target populations. By way of background, on July 17, 2012, NYSOFA issued its revised Equal Access and Targeting Policy (12-PI-08) clarifying the responsibilities of New York State's Aging Network Providers under federal and state laws regarding equal access to services and nondiscrimination in serving all cohorts of New York's older adults and caregivers. The 'Program Instruction' also addressed the federal and state requirements for targeting activities to reach those unserved and

underserved groups that are in greatest social and/or economic need. The Area Agencies on Aging (“AAAs”) were instructed that they are responsible for requiring all aging service providers under their respective planning and service area to comply with requirements for equal access (including language accessibility), nondiscrimination and concentration of services on target populations as required in the OAA, state regulations, other relevant laws, and NYSOFA policies. The AAAs were further instructed to include these requirements in each agreement made with such providers (OAA §306[a][4][A]) and to specify how the provider intends to meet specific objectives for satisfying the service needs of, and providing services to, low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas (OAA §306[a][4][A]). Accordingly, the Department is seeking to add these requirements to each agreement in the form of an appendix.

The Department must also replace the 2013 Recipient Characteristics and Definitions in each agreement with the 2014 Recipient Characteristics and Definitions.

Accordingly, authority is also respectfully requested for the County to amend each agreement by adding certain provisions required by NYSOFA concerning equal access to services, non-discrimination and concentration of services on target populations, in the form of an appendix, and also delete in its entirety the 2013 Recipient Characteristics Definitions contained in each agreement, and replace it with the 2014 Recipient Characteristics Definitions.

Except as specifically amended hereby, all terms and conditions of each of the five (5) aforementioned agreements shall remain in full force and effect.

Each amendment will serve a public purpose by ensuring that the above-listed vendors will continue to provide the County with the necessary above-described Family Caregiver Support Services.

The goal and objective of each amendment is to ensure that the above-listed vendors will continue to provide the County with the necessary above-described Family Caregiver Support Services.

The goal and objective of each amendment are in the best interests of the County in terms of fiscal responsibility both because these services will be paid for with non-County funds and because these services effectively allow seniors to remain at home, thus preventing costly institutionalization.

The goal and objective of each amendment will be tracked and monitored by the Department on an ongoing basis, through monthly reports and site visits by Department staff.

I respectfully recommend adoption of the proposed resolution.

MC/MJ/bdm/nn

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise its first option under its agreement with each of the five (5) vendors specified in Schedule "A", pursuant to which each vendor was to provide the County with certain Family Caregiver Support Services under Title III-E of the Older Americans Act, as specified in Schedule "A"; provide a match in the amount specified in Schedule "A"; and be paid an amount of Federal funds not-to-exceed that specified in Schedule "A", based upon a unit price for actual services rendered (collectively, the "Original Agreements"), and thereby amend each of the Original Agreements in order to, 1) note that the County will have four (4) remaining one (1) year options under each of the Original Agreements; 2) extend the termination date of each of the Original Agreements from December 31, 2013 to December 31, 2014; and 3) increase the total match amount, to be provided by each vendor, and increase the total not-to-exceed amount, to be paid by the County, for each of the Original Agreements, as indicated in Schedule "B", for the option term; and be it further

RESOLVED, that the County is further authorized to amend each of the Original Agreements by adding certain provisions required by the New York State Office for the Aging concerning equal access to services, non-discrimination and concentration of services on target populations, in the form of an appendix, and also delete in its entirety the 2013 Recipient Characteristics Definitions contained in each agreement, and replace it with the 2014 Recipient Characteristics Definitions; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of each of the Original Agreements shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably 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
263	85	448P	4380	T448	\$85,228.00

Budget Funding Year(s): 2014 Start Date: 01/01/14 End Date: 12/31/14
 (must match resolution)

Funding Source	Tax Dollars: _____
<u>\$85,228.00</u>	State Aid: _____
(must match resolution)	Federal Aid: <u>\$85,228.00</u>
	Other: _____

SCHEDULE "A"
EXISTING ORIGINAL AGREEMENTS
FOR 2013

Vendor	Family Caregiver Support Services	Match Amount To Be Provided By Vendor	Not-To-Exceed Amount To Be Paid by County with Federal Funds	Total Amount
City of Yonkers	Information, Assistance	\$3,083.00	\$27,750.00	\$30,833.00
Family Service Society of Yonkers	Information, Assistance, Support groups	\$997.00	\$8,972.00	\$9,969.00
Family Ties of Westchester, Inc.	Support groups	\$997.00	\$8,972.00	\$9,969.00
Elderserve Licensed Home Care Services Agency, Inc.	Assistance (related to Project Lifesaver), Counseling (related to Project Lifesaver)	\$3,602.00	\$32,418.00	\$36,020.00
Alzheimer's Disease and Related Disorders Association, Inc. - Hudson Valley/Rockland/Westchester, NY Chapter	Information (related to Alzheimer's programs), Assistance, Counseling, Training, Support groups	\$1,850.00	\$16,650.00	\$18,500.00

APPROVED BOARD OF ACQUISITION CONTRACT - 09/04/2014 - MONSIEUR, SECRETARY

SCHEDULE "B"
INCREASES FOR OPTION TERM
FOR 2014

Vendor	Services	Increase in Match Amount To Be Provided By Vendor, for 2014.	Increase in Not-To-Exceed Amount To Be Paid by County, for 2014
City of Yonkers	Information, Assistance	\$2,775.00	\$24,975.00
Family Service Society of Yonkers	Information, Assistance, Support groups	\$897.00	\$8,075.00
Family Ties of Westchester, Inc.	Support groups	\$897.00	\$8,075.00
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Totals		\$9,477.00	\$85,228.00

APPROVED BOARD OF ACQUISITION CONTRACT - 09/04/2014 GARY VIEIRA, SECRETARY