

**44519**

**DATE:** January 30, 2015

**TO:** Board of Acquisition & Contract

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

**RE:** Request for authority to enter into agreements with the five (5) entities 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 \$100,429.00 in Federal funds, in the individual amounts also set forth in the attached Schedule "A", for the program period commencing January 1, 2015 and terminating December 31, 2015.

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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 five (5) entities (the "Contractors") set forth in the attached 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"), in the individual amounts also set forth in the attached Schedule "A," for a total aggregate amount not-to-exceed \$100,429.00 in Federal funds, payable pursuant to an agreed upon unit cost for actual services provided and entered in New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS") for the period commencing January 1, 2015 and terminating December 31, 2015. The Contractors are required to contribute an aggregate amount not-to-exceed \$55,979.00 in Contractor matching funds to the Program in the individual amounts set forth in the attached Schedule 'A'.

The County at its sole option may enter into three (3) successive one-year Agreements after the initial Agreement, subject to the availability of funds and the County obtaining all necessary legal approvals. Any successive Agreement shall be on the same terms and conditions as the initial Agreement with the County having the sole discretion to add to the unit cost an annual cost of living increase not to exceed three percent, subject to the prior approval of your Honorable Board.

It should be noted that the Westchester County Board of Legislators by Act No. 148 - 2013 adopted on August 12, 2013, authorized the Inter-Municipal Agreements with Westchester County municipalities in connection with the Title III-B Program.

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.

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 interests 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 October 9, 2014, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The proposal due date was November 6, 2014. It should be noted that the RFP was later amended and issued on October 28, 2014. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website; distributed a press release regarding the RFP; placed notices in the Journal News on October 12, 2014, the New York Times on October 19, 2014, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. The Aging Network Providers were also asked to share the information with their contacts. A total of twelve proposals were submitted in response to the various Program services in the RFP: five from the Contractors listed in Schedule "A", four from Gilda's Club Westchester, and three from Westchester Residential Opportunities Program, Inc.

Each 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 proposals with reference to the evaluation criteria set forth in the RFP, it was determined that the five Contractors listed in the attached Schedule "A" best met the required specifications and each 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 five (5) entities (the "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 (the "Program") in the individual amounts also set forth in the attached Schedule "A," for a total aggregate amount not-to-exceed \$100,429.00 in Federal funds, payable pursuant to the agreed upon unit cost for actual services provided and entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS") for the period commencing January 1, 2015 and terminating December 31, 2015; and be it further

**RESOLVED**, that the Contractors are required to submit an aggregate total not to exceed \$55,979.00 in Contractor matching funds to the Program in the individual amounts set forth in the attached Schedule "A"; and be it further

**RESOLVED**, that the County, at its sole discretion, may enter into three (3) successive one-Agreements, subject to the availability of funds and the County obtaining all necessary legal approvals. Any successive agreement shall be on the same terms and conditions as the initial Agreement, with the County having the sole discretion to add to the unit cost an annual cost of living increase not to exceed three percent, subject to the prior approval of your Honorable Board; 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 Contractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors 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.

|                       | Fund | Dept. | Major Program, Program & Phase Or Unit | Object/ Sub Object | Trust Account | Dollars      |
|-----------------------|------|-------|--|--------------------|---------------|--------------|
| Account to be charged | 263  | 85    | 686Q                                   | 4830               | T-686         | \$100,429.00 |
|                       |      |       |  |                    |               |              |
|                       |      |       |  |                    |               |              |

Budget Funding Years 2015  
(must match resolution)

Start Date 1/1/15

End Date 12/31/15

Funding Source

\$100,429.00  
(must match resolution)

Tax Dollars: \$0

State Aid : \$0

Federal Aid: \$100,429.00

Other: \$0

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/20/2015 - JOMARY VIEIRA, SECRETARY

**SCHEDULE "A"**

| <u>CONTRACTOR</u>   | <u>NOT TO EXCEED<br/>FEDERAL FUNDS</u> | <u>NOT TO EXCEED<br/>CONTRACTOR<br/>MATCH</u> | <u>GROSS</u>        |
|---|--|---|---------------------|
| City of Mount Vernon  | \$19,474.00                            | \$13,533.00                                   | \$33,007.00         |
| City of New Rochelle  | \$26,814.00                            | \$18,634.00                                   | \$45,448.00         |
| City of Yonkers   | \$33,651.00                            | \$23,385.00                                   | \$57,036.00         |
| The LOFT: Lesbian, Gay,<br>Bisexual &<br>Transgender Community Center | \$16,650.00                            | \$0.00  | \$16,650.00         |
| Yonkers Community Action<br>Program                                   | \$3,240.00                             | \$427.00                                      | \$4,267.00          |
| <b>TOTALS</b>   | <b>\$100,429.00</b>                    | <b>\$55,979.00</b>                            | <b>\$156,408.00</b> |

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/26/2015 - JONATHAN VIEIRA, SECRETARY