

44986

DATE: February 24, 2015

TO: Board of Acquisition and Contract

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

RE: Request for authority to enter into Agreements with the three entities listed in the attached Schedule "A" to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act for a total aggregate amount not to exceed \$79,324 in federal funds, for the period January 1, 2015 through December 31, 2015.

The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into agreements (the "Agreements") with the three (3) entities (the "Contractors") listed in the attached Schedule "A", for the purpose of providing Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program"), for the period beginning January 1, 2015 through December 31, 2015, for a total aggregate amount not to exceed \$79,324 in Federal funds, payable at the agreed upon unit-cost amount for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS"), in the individual amounts set forth in Schedule "A". The County at its sole option may enter into three (3) additional successive one-year Agreements with each Contractor after the initial Agreement. Any successive Agreement(s) shall be subject to the availability funds, the County receiving all legal approvals, be on the same terms and conditions as the initial Agreement, provided, however, that the County shall have the sole discretion to add to the unit cost an annual cost of living increase not-to-exceed three percent (3%), subject to the prior approval of your Honorable Board.

The Contractors are required to contribute an aggregate amount not to exceed \$8,841 in Contractor matching funds to the Program, in the individual amounts also set forth in the attached Schedule "A".

The proposed Agreements will serve a public purpose by providing Assistance, Information, Support Groups, Counseling and Training to caregivers to educate and link them to vital services necessary to ease their caregiver burden and to support the care receiver.

The goals and objectives of the Program are to support informal caregivers so they may continue to carry out their caregiving roles and responsibilities.

The goals and objectives of the Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home thus preventing costly institutionalization. It also allows grandparents to cost-effectively care for their grandchildren, thus preventing costly foster placement.

The goals and objectives of the Program will be tracked and monitored on an on going basis through monthly reports and site visits by Department staff.

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

The proposed Agreements with the two agencies are exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof. The proposed Agreement with the municipality is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) iii and Section 3(a) xix thereof. However, they are subject to the Federal Common grant rules. Therefore, 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 by the Department and issued on October 27, 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. Three proposals were received in response to the RFP. These proposals were submitted by the Contractors listed in the attached Schedule A. After carefully evaluating each Contractor's proposal based on the criteria set forth in the RFP, it was determined that each proposal met the required specifications and maximizes services in accordance with the budgeted amount.

The Department recommends entering into Agreements with the Contractors, because in addition to the aforementioned, each Contractor has successfully implemented the Program through prior agreements with the County.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester is hereby authorized to enter into agreements (the "Agreements" with the three (3) entities (the "Contractors") listed in the attached Schedule "A") to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program") for the period beginning January 1, 2015 through December 31, 2015, in a total aggregate amount not to exceed \$79,324 in Federal funds, payable at the agreed upon unit-cost amount for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS"), in the individual amounts set forth in Schedule "A"; and be it further

RESOLVED, that the County, at its sole option, may enter into three (3) additional successive one-year Agreements with each Contractor after the initial Agreement. Any successive Agreement(s) shall be subject to the availability of funds, the County receiving all legal approvals, be on the same terms and conditions as the initial Agreement, provided, however, that the County shall have the sole discretion to add to the unit cost an annual cost of living increase not-to-exceed three percent (3%), subject to the prior approval of your Honorable Board, and be it further

RESOLVED, that the Contractors are required to contribute to the Program an aggregate amount not to exceed \$8,814 in the individual amounts set forth in the attached Schedule "A"; 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 and adopted during the term of this Agreement. 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.

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448Q	4380	T448	\$79,324.00
Budget Funding Year(s) (must match resolution)	<u>2015</u>	Start Date	<u>1/1/15</u>	End Date	<u>12/31/15</u>	
Funding Source	Tax Dollars	\$	_____			
	State Aid	\$	_____			
	Federal Aid	\$	_____			
<u>\$79,324.00</u> (must match resolution)		79,324.00	_____			
	Other	\$	_____			

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2015 - JOMARY VERA, SECRETARY

SCHEDULE "A"

MUNICIPALITY/AGENCY	SERVICES TO BE PROVIDED BY CONTRACOR	NOT TO EXCEED FEDERAL FUNDS	NOT TO EXCEED CONTRACTOR MATCH	GROSS
City of Yonkers	Assistance and Information	\$24,975.00	\$2,775.00	\$27,750.00
Elderserve Licensed Home Care Agency	Assistance and Counseling Sessions	\$29,177.00	\$3,242.00	\$32,419.00
Family Services Society of Yonkers	Assistance, Information, Support Groups and Training	\$25,172.00	\$2,797.00	\$27,969.00
Total		\$79,324.00	\$8,814.00	\$88,138.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2015 JOMARY WHITE SECRETARY