

46190

DATE: April 16, 2015

TO: Board of Acquisition and Contract

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

RE: Request for authority to enter into an agreement with Elderserve Licensed Home Care Services Agency, Inc. to provide the Project Lifesaver Program under Title III E of the Older Americans Act for an amount not to exceed \$29,177 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 an agreement (the "Agreement") with Elderserve Licensed Home Care Services Agency, Inc. (the "Contractor") for the purpose of providing the Project Lifesaver Program under Title III E of the Older Americans Act (the "Program"), for the period beginning January 1, 2015 through December 31, 2015, in an amount not to exceed \$29,177 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"). The County at its sole option may enter into three (3) additional successive one-year Agreements with the Contractor after the initial Agreement. Any successive Agreement 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, subject to the prior approval of your Honorable Board. The Contractor is required to contribute an amount not to exceed \$3,242 in matching funds to the Program.

The proposed Agreement will serve a public purpose by providing case assistance to caregivers regarding equipment maintenance, along with recommendations on working with care recipients that exhibit resistance to the program. Caregiver counseling will also be provided for caregivers of seniors with Alzheimer's and other related dementias. These services will educate and link caregivers 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.

The proposed Agreement with the Contractor is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof. However, it is subject to the Federal Common Grant Rules. Therefore, on October 10, 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. Despite these efforts, only one (1) proposal was received in response to the RFP. This proposal was submitted by the Contractor. Therefore, pursuant to the Federal Common Grant Rules CFR 92.36 (f) that requires a cost analysis to be conducted to test the market when adequate competition is lacking or for sole source procurements, the Department solicited and obtained hourly rate quotes from 8 potential Program providers. Based on the cost analysis and the cost per hour for the Program services, the Contractor's rates are within the lower end of the range of the rate quotes of the other service providers. The highest rate quoted for counseling is \$90.00; the lowest rate quoted for the same service is \$30.00; the Contractor's rate is \$37.00. The highest rate quoted for assistance is \$27.00; the lowest rate quoted for the same service is \$15.98; the Contractor's rate is \$16.00.

Therefore, after carefully evaluating the Contractor's proposal based on the criteria set forth in the RFP, it was determined that the Contractor's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Furthermore the cost analysis conducted by the Department identified the Contractor as having a rate that is within range of the other service providers. As a result, we believe that it would be in the best interest of the County for your Honorable Board to award the contract to the Contractor because in addition to the reasons stated above, the Contractor has performed well in providing the aforementioned services through prior agreements.

For the previous contract year, 279 units of assistance were provided to 90 caregivers and 440 units of counseling were provided to 125 caregivers.

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 an agreement (the "Agreement" with Elderserve Licensed Home Care Services Agency, Inc. (the "Contractor") to provide the Project Lifesaver Program under Title III-E of the Older Americans Act (the "Program") for the period beginning January 1, 2015 through December 31, 2015, in an amount not to exceed \$29,177 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"); and be it further

RESOLVED, that the County, at its sole option, may enter into three (3) additional successive one-year Agreements with the Contractor after the initial Agreement. Any successive Agreement 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, subject to the prior approval of the Westchester County Board of Acquisition and Contract; and be it further

RESOLVED, that the Contractor is required to contribute an amount not to exceed \$3,242 to the Program; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is 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 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: \$29,177
 Total: \$29,177

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448Q	4380	T448	\$29,177
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>\$29,177</u> (must match resolution)						<u>\$ 29,177</u>

APPROVED BOARD OF ACQUISITION & CONTRACTS 03/14/2015 JUDY VIEIRA, SECRETARY