

**51414**

**DATE:** March 22, 2016

**TO:** Board of Acquisition and Contract

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

**RE:** Request for authority for the County of Westchester to:

- a) exercise the first of its three (3) options to enter into successive one-year agreements with Westchester Jewish Community Services, Inc. to provide Escort Assistance services under Title III-E of the Older Americans Act for a total aggregate amount not to exceed \$94,480 in Federal funds for the period commencing on January 1, 2016 and continuing through December 31, 2016;
- b) amend the agreement to incorporate into the first successive Agreement and all the option agreements thereafter certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to, certain contract provisions applicable to the Program and to replace the existing list of federal and state statutes, regulations and policies in the initial Agreement with a revised list in the first successive Agreement.

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By resolution approved on March 12, 2015 (the "March 12<sup>th</sup> Resolution") your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. (the "Contractor") for the purpose of providing Escort Assistance services under Title III-E of the Older Americans Act (the "Program"), for an amount not to exceed \$94,480 in Federal funds to be paid pursuant to the agreed upon unit cost for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS") for the period commencing on January 1, 2015 and continuing through December 31, 2015.

The March 12<sup>th</sup> Resolution also authorized the County at its sole option to enter into three (3) additional successive one (1) year Agreements after the initial Agreement and that any successive agreement shall be on the same terms and conditions as the initial Agreement, subject to the availability of funds, the County obtaining all necessary legal approvals and the prior approval your Honorable Board. The initial Agreement was subsequently executed.

The County now seeks the authority of your Honorable Board to exercise the first of its three (3) successive one-year options with the Contractor for the purpose of providing the Program for the period commencing on January 1, 2016 and continuing through December 31, 2016. Funding will be for an amount not to exceed \$94,489.

In addition to exercising the first of its three (3) options to enter into three (3) successive one-year agreements with the Contractor, the County also respectfully requests authority to amend the agreement to incorporate into the First Successive Agreement and all the option

agreements thereafter certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to a revised list of federal and state statutes, regulations, policies and contract provisions applicable to the Program." It should also be noted that NYSOFA has requested that all Area Agencies on Aging replace SAMS with Peerplace, a new electronic data collection system to be used by Contractors to data enter units of services provided as a condition of payment at such time that the new system goes into effect.

This first successive Agreement is paid for with funds subject to the Federal Common Grant Rules, 45 CFR 92.36 (f) that requires grantees to perform a price or cost analysis in order to test the market before such options may be exercised. In an effort to comply with this requirement the Department reached out to three other potential service providers. The price analysis conducted by the Department identified the Contractor as having a lesser rate than two of the other service providers. The rate provided by the third service provider was within the range of the Contractor. As a result, we believe that it would be in the best interest of the County to renew the contract with WJCS because in addition to the reasons stated above, the Contractor has performed well in providing the aforementioned services through prior agreements.

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.

Except as specifically amended as described herein, all other terms and conditions set forth in the Initial Agreement shall remain in full force and effect.

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 be and is hereby authorized to exercise its first of three (3) successive one-year agreements after its initial agreement with Westchester Jewish Community Services, Inc. (the "Contractor") to provide Escort Assistance services under Title III-E of the Older Americans Act (the "Program") for an amount not to exceed \$94,480 in federal funds to be paid pursuant to the agreed upon unit cost for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS") for the period commencing on January 1, 2016 and continuing through December 31, 2016 (the "First Successive Agreement"); and be it further
- RESOLVED,** that the First Successive Agreement and each successive agreement that may be approved hereafter by this Honorable Board shall be amended to incorporate certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to a revised list of federal and state statutes, regulations, policies and contract provisions applicable to the Program; and be it further
- RESOLVED,** that the Contractor is required to contribute an amount not to exceed \$10,498 in Contractor matching funds to the Program; and be it further
- RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Initial Agreement shall remain in full force and effect; 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.

			Major Program, Program &			
Account to be charged	Fund	Dept.	Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448R	4380	T448	\$94,480.00
Budget Funding Year(s) (must match resolution)	2016		Start Date	1/1/16	End Date	12/31/16
Funding Source		Tax Dollars	\$ 0.00			
		State Aid	\$ 0.00			
\$94,480.00 (must match resolution)		Federal	\$94,480.00			
		Other	\$0.00			

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/14/2016 - LISA MRJ, SECRETARY