

51670

DATE: April 1, 2016
TO: Board of Acquisition & Contract
FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services
RE: Request for authority for the County of Westchester to:

- a) amend its agreement with the Food Bank for Westchester for the provision of assistance services to the elderly under the Community Services for the Elderly Act in order to exercise the second of the County's four (4) options to renew the agreement for the program period April 1, 2016 through March 31, 2017. State funding will be in an amount not to exceed \$48,000, payable pursuant to the agreed upon unit cost, and
- b) amend the agreement to incorporate into the second renewal and all option renewals 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 Second Amendment

By resolution approved on December 11, 2014, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department") to enter into an agreement with the Food Bank for Westchester (the "Contractor") to provide Assistance to seniors applying for Supplemental Nutrition Assistance Program (SNAP) Food Stamps, which included referral to appropriate departments to complete the application process under the Community Services for the Elderly Act (the "Program") in an amount not to exceed \$40,000 in State funds, payable pursuant to an agreed upon unit cost, for the program period April 1, 2014 through March 31, 2015, with the County having the sole option to renew the agreement for up to four (4) additional one (1) year periods, subject to the further approval of your Honorable Board (the "Agreement"). The Agreement was subsequently executed.

Thereafter, by resolution approved on May 14, 2015 (the "May 14th Resolution"), your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the first of the County's four (4) options to renew the Agreement for provision of the Program for the period commencing on April 1, 2015 through March 31, 2016. The May 14th Resolution also authorized the County to further amend the Agreement in order to increase the not to exceed amount under the First Amendment by \$8,000 from \$40,000 to \$48,000 in State funds, payable pursuant to the agreed upon unit cost and to increase the matching funds to be contributed by the Contractor to the Program by \$2,666 from \$13,334 to \$16,000 (the "First Amendment"). The First Amendment was subsequently executed.

The County now seeks the approval of your Honorable Board to amend the Agreement in order to exercise the second of its four (4) options to renew the Agreement with the Contractor for the provision of the Program, for the program period commencing on April 1, 2016 through March 31, 2017 (the "renewal period"), for an amount not to exceed \$48,000, in State funds, payable pursuant to the agreed upon unit cost, with the Contractor required to contribute \$16,000 to the Program (the "Second Amendment").

In addition to exercising the second of its four (4) options to renew the Agreement with the Contractor, the County also respectfully requests authority to further amend the Agreement to incorporate into the Second Amendment and all the option renewals 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.

For the previous fiscal year, 2,493 units of SNAP Food Stamp assistance were provided to 340 seniors throughout the County.

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

The Agreement with the Contractor is exempt pursuant to Section 3(a)(xix) of the Westchester County Procurement Policy.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MJ/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/07/2010 - LISA MARIJAJ, SECRETARY

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 (the "County") is hereby authorized to amend its Agreement (the "Agreement") with the Food Bank for Westchester (the "Contractor") in order to exercise the second of its four (4) options to renew the agreement for the provision of assistance services to seniors applying for Supplemental Nutrition Assistance Program (SNAP) Food Stamps, which includes referral to appropriate departments to complete the application process under the Community Services for the Elderly Act (the "Program"). State funding for the Program will be in an amount not to exceed \$48,000, payable pursuant to the agreed upon unit cost, for the program period April 1, 2016 through March 31, 2017 (the "Second Amendment"); and be it further

RESOLVED, that the Second Amendment and each renewal option 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. It should 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; and be it further

RESOLVED, that the Contractor is required to contribute an amount not to exceed \$16,000 in Contractor matching funds to the Program; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the 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.

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|------------------|-----------------|
| Agreement: | \$40,000 |
| First Amendment | \$48,000 |
| Second Amendment | <u>\$48,000</u> |
| Total: | \$136,000 |

Account to be
Charged/Credited

| | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|---------|------|------|--|--------------------|---------------|-------------|
| Charged | 263 | 85 | 047R | 4380 | T-047 | \$48,000.00 |

Budget Funding Year(s) 2016 - 2017 Start Date 4/1/16 End Date 3/31/17
(must match resolution)

| | | |
|-------------------------|-------------|--------------------|
| Funding Source | Tax Dollars | <u>\$0</u> |
| | State Aid | <u>\$48,000.00</u> |
| <u>\$48,000.00</u> | Federal Aid | <u>\$0</u> |
| (must match resolution) | Other | <u>\$0</u> |