

**51832**

**DATE:** April 20, 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) exercise the first of its three (3) options to enter into successive one-year agreements with the four (4) 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 \$96,589 in federal funds, in the individual amounts also set forth in the attached Schedule "A", for the program period commencing on January 1, 2016 and terminating on December 31, 2016 (the "First Successive Agreements")
- b) amend the agreements to incorporate into the first successive agreements 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 February 26, 2015 (the "February 26<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") to enter into agreements (the "Initial Agreements") with the five (5) entities (the "Contractors") set forth in Schedule "A" attached to the February 26<sup>th</sup> Resolution 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 Schedule "A" attached to the February 26<sup>th</sup> Resolution 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 on January 1, 2015 and terminating on December 31, 2015. The Contractors were 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 Schedule "A" attached to the February 26<sup>th</sup> Resolution. The February 26<sup>th</sup> Resolution also authorized that the County at its sole option could enter into three (3) successive one-year Agreements after the Initial Agreement with each Contractor, subject to the availability of funds and the County obtaining all necessary legal approvals, and that 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. The Initial Agreement with each Contractor 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 each Contractor set forth in the attached Schedule "A" for the purpose of providing the Program, for the program period commencing on January 1, 2016 and terminating on December 31, 2016. Federal funding for the Program will be in an aggregate amount not to exceed \$96,589.00 in the individual amounts set forth in the attached Schedule "A", with the Contractors required to contribute an aggregate amount not to exceed \$55,552.00 in Contractor matching funds to the Program, in the individual amounts also set forth in Schedule "A," (the "First Successive Agreement").

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

It should be noted that the Department will not exercise its option to enter into a successive Agreement with the Yonkers Community Action Program, the fifth Contractor listed in Schedule "A" attached to the February 26<sup>th</sup> Resolution.

It should also 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, including the three municipalities listed in the attached Schedule "A," in connection with the Title III-B Program.

Since the First Successive Agreement with each Contractor is paid for with funds subject to the Federal Common Grant Rules, 45 CFR 92.36 (f) 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 obtained three quotes for information and assistance in order to complete the price analysis. Based on the price analysis, the cost per unit for our current contractors was comparable to the solicited vendors. Therefore, based on the aforementioned and the fact that the current service providers have done significantly well in providing the services through prior agreements, it appears to WCDSPS to be most prudent to exercise the County's option under the current agreements for these services from the current vendors for 2016. It is the Department's recommendation to enter into an agreement with our current contractors to provide information and assistance.

In 2015, The City of Mount Vernon provided 20,677 Information and Assistance contacts to 20,018 seniors.

The City of New Rochelle Projected that they would serve 2,655 units of service for Information and 1,344 units of service for Assistance in 2015, however they over-served in both categories by providing 3,080 units of service for Information and 1,379 units of service for Assistance in 2015.

The City of Yonkers projected that they would serve 6,631 units of service for Information and 1,275 units of service for Assistance in 2015, however they over served in both categories by providing 6,656 units of service for Information and 1,370 units of service for Assistance in 2015.

The Loft met their projection to serve 1,773 units of service for Information and projected 819 units of service for Assistance in 2015. They over served their Assistance projection by providing 1,012 units of service in 2015.

Except as otherwise specifically amended hereby, all other terms and conditions set forth in the Initial Agreement with the Contractors shall remain in full force and effect.

Accordingly, approval of the attached resolution is most respectfully recommended.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACTS 05/19/2016 - LISA MRIS, SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM 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 exercise the first of its three (3) options to enter into successive one-year agreements (the "First Successive Agreement") with the four (4) 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") for the period commencing on January 1, 2016 and terminating on December 31, 2016. Federal funding for the Program will be for an aggregate amount not-to-exceed \$6,589, payable 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") in the individual amounts as set forth in the attached Schedule "A"; and be it further

**RESOLVED**, that the Contractors are required to submit an aggregate total not to exceed \$55,552 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 First Successive Agreements 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 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 it goes into effect; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Initial Agreement remain in full force and effect

**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.

Initial Agreement: \$100,429 – 5 Contractors  
 First Successive Agreement: \$ 96,589 – 4 Contractors  
 Total: \$197,018

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Account to be charged	263	85	686R	4830	T-686	\$96,589.00

Budget Funding Years 2016  
 (must match resolution)

Start Date 1/1/16

End Date 12/31/16

Funding Source

Tax Dollars: \$0

State Aid: \$0

\$96,589.00

(must match resolution)

Federal Aid: \$96,589.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/19/2016 - LISA MRJAS SECRETARY

**SCHEDULE "A"**

<u>CONTRACTOR</u>	<u>NOT TO EXCEED FEDERAL FUNDS</u>	<u>NOT TO EXCEED CONTRACTOR 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, Bisexual & Transgender Community Center	\$16,650.00	\$0.00	\$16,650.00
<b>TOTALS</b>	<b>\$96,589.00</b>	<b>\$55,552.00</b>	<b>\$152,141.00</b>

APPROVED BOARD OF ACQUISITION & CONTRACT 05/19/2016 LEAH KAJAJ, SECRETARY