

52064

DATE: May 20, 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) to amend an agreement in order to exercise the first of its five (5) options to renew the agreement with the Alzheimer's Disease and Related Disorders Association, Inc., Hudson Valley, Rockland-Westchester Chapter to provide Family Caregiver Support Services for Caregivers of Senior with Alzheimers Disease or a Related Dementia under Title III-E of the Older Americans Act for the period beginning on January 1, 2016 through December 31, 2016. Federal funding will be in an amount not to exceed \$14,986; and.
- b) further amend the agreement to incorporate into the First Amendment 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; to replace the existing list of federal and state statutes, regulations and policies and to update certifications concerning public (Federal, State, or Local) transactions in the initial Agreement with a revised list in the First Amendment.

By resolution approved on March 12, 2015 (the "March 12th Resolution") 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 (the "Agreement") with the Alzheimer's Disease and Related Disorders Association, Inc., Hudson Valley, Rockland-Westchester Chapter (the "Contractor") for the purpose of providing Family Caregiver Support Services for Caregivers of Seniors with Alzheimers Disease or a Related Dementia under Title III-E of the Older Americans Act (the "Program"), for an amount not to exceed \$14,986 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"), for the Program period beginning on January 1, 2015 through December 31, 2015. The March 12th Resolution also stipulated that the County at its sole option could renew the Agreement with the Contractor for up to five (5) additional one-year periods, on the same terms and conditions including unit-price as the initial term; 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 availability funds, acceptable performance, the County obtaining all necessary legal

approvals, and the County's determination that an extension is in its best interest, subject to the prior approval of your Honorable Board. The Agreement was subsequently executed.

The County now seeks the approval of your Honorable Board to amend the Agreement with the Contractor in order to exercise the first of its five (5) options to renew the Agreement for the provision of the program for the program period beginning on January 1, 2016 through December 31, 2016. Federal funding for the program will be in an amount not to exceed \$14,986. The Contractor is required to contribute an amount not to exceed \$4,996 in Contractor matching funds to the Program (the "First Amendment").

In addition to exercising the first of its five (5) options to renew the Agreement with the Contractor, the County also respectfully requests authority to further amend the Agreement to incorporate into the First 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, to update certifications concerning public (Federal, State, or Local) transactions, 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 Amendment. 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 2015 year, the Alzheimer's Association provided; 11 Counseling units to 11 clients; 57 units of Support Group services to 456 clients; and 13 Units of Training to 106 clients; 691 units of Information to 680 clients and 33 units of Assistance to 32 clients.

The proposed Agreement 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 that requires a price analysis to be conducted prior to exercising a renewal option. To comply with this mandate the Department performed a price analysis prior to making its recommendation to extend the agreement for the year 2016. Based on the price analysis, it was determined that many of these programs are heavily funded and the cost per unit for services provided by the Alzheimer's Association is within range of other rates or offered at a comparable rate to the other service providers. The price range for Counseling is between \$18.24 - \$90.00 each hour; Support Groups \$2.30 - \$19.92 each participant in a group or individual session; and Training \$20.00 - \$300.00 each hour. Additionally, 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 the Contractor was comparable to the solicited vendors. Therefore, based on the aforementioned and the fact that the current Contractor has done significantly well in providing the services through prior agreements, it appears to the Department to be most prudent to exercise the County's option under the current agreement for these services from the Contractor for 2016.

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

Accordingly, I recommend adoption of the proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/16/2016 - LISA MRIJAJ, 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 an agreement (the "Agreement") with the Alzheimer's Disease and Related Disorders Association, Inc., Hudson Valley, Rockland-Westchester Chapter (the "Contractor") by exercising the first of its five (5) options to renew the Agreement to provide Family Caregiver Support Services for Caregivers of Seniors with Alzheimers Disease or a Related Dementia under Title III-E of the Older Americans Act (the "Program"), for the period beginning on January 1, 2016 through December 31, 2016, for amount not to exceed \$14,986 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 "First Amendment"); and be it further

RESOLVED, that the First 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, to update certifications concerning public (Federal, State, or Local) transactions, 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 Amendment. 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 as the new system goes into effect; 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.

Agreement: \$14,986.00
 First Amendment: \$14,986.00
 Total: \$29,972.00

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448R	4380	T448	\$14,986.00
Budget Funding Year(s) (must match resolution)	<u>2016</u>		Start Date	<u>1/1/16</u>	End Date	<u>12/31/16</u>
Funding Source	Tax Dollars		<u>\$0</u>			
	State		<u>\$0</u>			
<u>\$14,986.00</u> (must match resolution)	Federal		<u>\$14,986.00</u>			

APPROVED BOARD OF ACQUISITION & CONTRACTING 10/16/2016 - LISA MARIJAJ, SECRETARY