

**52907**

**DATE:** October 6, 2016

**TO:** Board of Acquisition & Contract

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

**RE:** Request for authority to enter into Agreements with the four entities listed in the attached Schedule "A" to provide the Balancing Incentive Program (BIP) Caregiver Support Program for caregivers and their Medicaid-eligible loved ones, for the program period October 1, 2016 through June 30, 2017 for a total aggregate amount not-to exceed \$146,791, payable at the rate also set forth in the attached Schedule "A", for actual services provided and data entered in the State approved electronic data collection system.

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The County of Westchester, acting by and through its Department of Senior Programs & Services (the "Department"), seeks the authority of your Honorable Board to enter into agreements (the "Agreements") with the four entities (the "Contractors") listed in the attached Schedule "A" to provide the Balancing Incentive Program (BIP) Caregiver Support Program for caregivers and their Medicaid-eligible loved ones, for the program period October 1, 2016 through June 30, 2017 (the "Program") for a total aggregate amount not-to exceed \$146,791, payable at the rate set forth in the attached Schedule "A" for actual services provided and data entered in the State approved electronic data collection system.

It should be noted that the funding announcement and grant application for the service was received from the New York State Office for the Aging ("NYSOFA") in January 2016 with a response date of February 22, 2016.

The proposed Agreements will serve a public purpose because it will increase offerings and access to non-institutional long term services and supports for caregivers and their Medicaid-eligible loved ones.

The goals and objectives of the proposed Agreements are to build on the current efforts to rebalance the delivery of long term services and supports to functionally impaired adults and to improve access to non-institutional long term services and supports.

The goals and objectives of the proposed Agreements are fiscally in the best interests of the County because they serve to delay or divert functionally impaired adults from institutionalization, thereby reducing Medicaid costs to the County.

The goals and objectives of the proposed Agreements will be tracked, monitored and evaluated by Department, to ensure compliance with Federal, State and County regulations.

In accordance with the Federal Common Grant Rules, the Department issued a Request for Proposals ("RFP") on April 28, 2016 with a due date of May 26, 2016 to invite qualified agencies to submit proposals to provide Program. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website and in the Journal News on May 3, 2016, distributed a press release regarding the RFP 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. Four (4) responses were submitted in response to the RFP; these proposals were submitted by Jewish Home Lifecare, Sarah Neuman Center, Westchester; Field Home Holy Comforter; Family Services of Westchester, Inc. and the Wartburg Home of the Evangelical Lutheran Church. The proposals were evaluated on both technical and financial criteria, including but not limited to, qualifications and experience, technical knowledge, implementation methodology, soundness of the proposed program, program design and familiarity with the provision of services to be rendered, and proposed unit cost. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, the Contractors set forth in the attached Schedule "A" were selected because they best met the required specifications and maximizes services in accordance with the budgeted amount.

Additionally, we believe it would be in the best interest of the County for your Honorable Board to award the contracts to the Contractors listed in Schedule "A" based on the reasons stated above.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/17/2016 LISA NEUMAN, CLERK

**RESOLUTION**

UPON A 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 agreements (the "Agreements") with the four entities listed in the attached Schedule "A" (hereinafter the "Contractor") for the purpose of providing the Balancing Incentive Program (BIP) Caregiver Support Program for caregivers and their Medicaid-eligible loved ones, for the program period October 1, 2016 through June 30, 2017 (the "Program") for a total aggregate amount not-to exceed \$146,791, payable at the rate also set forth in the attached Schedule "A" for actual services provided and data entered in the State approved electronic data collection system; and be it further

**RESOLVED**, that the Agreements with the Contractors are subject to County Appropriations; and be it further

**RESOLVED**, that the Agreements with the Contractors are also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these Agreements. 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 Agreements with the Contractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the contractors, then the Contractors shall have the right to terminate their respective Agreements 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.

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Charged	268	85	662Q	9853	T662	\$146,791

Budget Funding Year(s) Unit:T-662    2016 - 2017    Start Date 10/1/16    End Date 6/30/17  
(must match resolution)

Funding Source            Tax Dollars: \$0

   State Aid: \$0

\$146,791                      Federal Aid: \$146,791

(must match resolution)

SCHEDULE "A"

Balancing Incentive Program (BIP) Caregiver Support Program

**Social Adult Day Care Respite**

(RATES FOR 10/1/16 – 6/30/17)

(Hourly reimbursement includes round trip transportation and the time that the client was actually present in the social adult day care program. This fee shall be an all-inclusive charge for services rendered and the County shall not be liable for any other costs or expenses in connection herewith.)

Contractor	Hourly reimbursement rate including roundtrip transportation
Jewish Home Lifecare, Sarah Neuman Center, Westchester	\$16.67
Family Service of Westchester, Inc.	\$17.00
Field Home Holy Comforter	\$14.00
Wartburg Home of the Evangelical Lutheran Church	\$15.00