

**55185**

**DATE:** February 14, 2017

**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 (the "County") to amend its Agreement with Westchester Community Opportunity Program, Inc. to provide Supportive Services Transportation under Title III-B of the Older Americans Act in order to exercise the fourth of the County's five (5) options to renew the Agreement for the period commencing on January 1, 2017 through December 31, 2017 for an amount not to exceed \$5,864 in federal funds.

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Pursuant to a resolution approved on July 11, 2013 (the "July 11<sup>th</sup> 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 Westchester Community Opportunity Program, Inc. (the "Contractor") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act) whereby the Contractor was to provide one-way per person bus transportation to foster grandparent program volunteers (the "Program") for an amount not to exceed \$6,515 in Federal funds, with the Contractor required to contribute \$724 in matching funds to the Program, for the period commencing on January 1, 2013 and terminating on December 31, 2013, with the County having the option to renew the Agreements with the Contractor for up to five (5) additional one-year periods. The Agreement was subsequently executed.

Thereafter, by resolution approved on June 25, 2014 (the "June 25<sup>th</sup> Resolution"), your Honorable Board authorized the County to exercise the first of its five (5) options to renew the Agreement with the Contractor for a total amount not to exceed \$5,864 in Federal funds, with the Contractor required to contribute \$652 in matching funds to the Program, for the period commencing on January 1, 2014 and terminating on December 31, 2014. The First Amendment was subsequently executed.

Thereafter, by resolution approved on March 05, 2015 (the "March 5<sup>th</sup> Resolution"), your Honorable Board authorized the County to exercise the second of its five (5) options to renew the Agreement with the Contractor for a total amount not to exceed \$5,864 in Federal funds, with the Contractor required to contribute \$652 in matching funds to the Program, for the period commencing on January 1, 2015 and terminating on December 31, 2015. The Second Amendment was subsequently executed

Thereafter, by resolution approved on June 02, 2016 (the "June 2<sup>nd</sup> Resolution"), your Honorable Board authorized the County *inter alia* to exercise the third of its five (5) options to renew the Agreement with the Contractor for a total amount not to exceed \$5,864 in Federal funds, with the Contractor required to contribute \$652 in matching funds to the Program, for the period

commencing on January 1, 2016 and terminating on December 31, 2016. The Third Amendment was subsequently executed

The County now seeks the authority of your Honorable Board to further amend its Agreement with the Contractor to provide the aforementioned Program services in order to exercise the fourth of its five options to renew the Agreement, for the period commencing on January 1, 2017 and terminating on December 31, 2017, in an amount not to exceed \$5,864 in Federal funds. The Contractor is required to contribute an amount not to exceed \$652 in matching funds to the Program (the "Fourth Amendment")

The renewal of this 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 45 CFR 92.36 (f) that requires grantees to conduct a price analysis prior to recommending a renewal of an Agreement. In an effort to comply with this requirement, the Department solicited price quotations for the Program services. Based on the evaluation of the price quotes, it was determined that the current Contractor's price is reasonable. In addition, the current Contractor ensures the efficiency of its transportation cost by combining transportation services with other volunteers subsidized under a different grant. The current Contractor also provides door-to-door transportation, which is a significant benefit for the many volunteers with limited walking capacity due to age, ailments or other disabilities, and for those without access to public transportation due to the location of their residence. Therefore, since the current Contractor provides the necessary flexibility regarding the needed accommodations for the senior volunteers and the price is reasonable, it is economically prudent to exercise the County's option under the current Agreement for the provision of these services from the current Contractor for 2017.

The Department believes it would be in the best interests of the County for your Honorable Board to renew the Agreement with WESTCOP because in addition to the reasons mentioned the above, WESTCOP has successfully implemented the program in the past year.

For the 2016, program year 5,940 one way trips were provided to 72 unduplicated clients.

Except as specifically revised hereunder, all remaining terms and conditions of the 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 (the “County”) is hereby authorized to exercise the fourth of its five (5) options to renew an Agreement (the “Agreement”) with Westchester Community Opportunity Program, Inc., (the “Contractor”) for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act whereby the Contractor will provide one-way per person bus transportation to foster grandparent program volunteers (the Program), for the period commencing on January 1, 2017 through December 31, 2017, for a total amount not to exceed \$5,864 in Federal funds, with the Contractor is required to contribute an amount not to exceed \$652 in Contractor matching funds to the Program (the “Fourth Amendment”); and be it further

**RESOLVED,** that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain the same; 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.

Original Agreement: \$6,515  
 First Amendment: \$5,864  
 Second Amendment: \$5,864  
 This Third Amendment \$5,864  
 This Fourth Amendment: \$5,864  
 Total: \$29,971

Account to be charged	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
N/A	263	85	686S	4380	T686	\$5,864.00
Budget Funding Year(s) <u>2017</u> Start Date <u>1/1/17</u> End Date <u>12/31/17</u> (must match resolution)						
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$0			
<u>\$5,864.00</u>	Federal Aid		<u>\$5,864.00</u>			
(must match resolution)	Other		_____			