

55190

DATE: February 14, 2017

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 exercise the second 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, 2017 and terminating on December 31, 2017.

By resolution approved on February 26, 2015 (the "February 26th 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 26th 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 26th 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 26th Resolution. The February 26th 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.

Thereafter, by resolution approved on May 19, 2016 (the "May 19th Resolution"), your Honorable Board authorized the County *inter alia* to exercise the first of its three (3) options to enter into a successive one-year Agreement with the three of the Contractors in Schedule "A" attached to the May 19th Resolution to provide the Program at the funding amounts also listed in Schedule "A" attached to the May 19th Resolution for the period commencing on January 1, 2016 and terminating on December 31, 2016 (the "First Successive Agreement"). The First Successive Agreements were subsequently executed.

The County now seeks the authority of your Honorable Board to exercise the second 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, 2017 and terminating on December 31, 2017. 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 (the "Second Successive Agreement").

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 four 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 the Department to be most prudent to exercise the County's option under the current agreements for these services from the current vendors for 2017. It is the Department's recommendation to enter into an agreement with our current contractors to provide the Program.

In 2016, the City of Mount Vernon provided approximately 4,852 Information and Assistance contacts to seniors. The City of New Rochelle projected that it would serve 2,655 units of service for Information and 1,344 units of service for Assistance in 2016; however they over-served in the Information category by providing approximately 3,302 units of service.

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

RESOLUTION

UPON A COMMUNICATION FROM MAE CARPENTER, 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 second of its three (3) options to enter into successive one-year agreements (the "Second 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, 2017 and terminating on December 31, 2017. Federal funding for the Program will be for an aggregate amount not-to-exceed 96,589, payable pursuant to the agreed upon unit cost for actual services provided and data entered in the New York State Office for the Aging ("NYSOFA") Client Statewide Data System ("PeerPlace") 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 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
 Second Successive Agreement: \$ 96,589 – 4 Contractors
 Total: \$293,607

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Account to be charged	263	85	686S	4380	T-686	\$96,589.00

Budget Funding Years 2017 Start Date 1/1/17 End Date 12/31/17
 (must match resolution)

Funding Source Tax Dollars: \$0
 State Aid : \$0
\$96,589.00
 (must match resolution) Federal Aid: \$96,589.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/09/2017 - LISA MRKALJ, 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
TOTALS	\$96,589.00	\$55,552.00	\$152,141.00

APPROVED BOARD OF ACQUISITION & CONTRACT 03/09/2017 LEAH KAJAJ, SECRETARY