

56804

DATE: May 2, 2017

TO: Board of Acquisition and Contract

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

RE: Request for authority to enter into an Agreement with the Family Services of Westchester, Inc. to provide Family Caregiver Support Services for Caregivers of Senior with Alzheimer's Disease or a Related Dementia under Title III-E of the Older Americans Act for an amount not to exceed \$14,986 in Federal funds, for the period beginning on January 1, 2017 through December 31, 2017.

The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with the Family Services of Westchester, Inc. (the "Contractor") for the purpose of providing Family Caregiver Support Services for Caregivers of Seniors with Alzheimer's 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") Statewide Client Data System ("PeerPlace"), for the Program period beginning on January 1, 2017 through December 31, 2017. The Contractor is required to contribute an amount not to exceed \$4,996 in matching funds to the Program.

The County at its sole discretion may extend the term of the Agreement with the Contractor for up to five (5) additional (1) one-year periods, on the same terms and conditions, including unit-price (with a not-to-exceed 3% annual cost of living increase to be added to the unit cost), as the initial term, subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest. It should be noted that funding may vary from year to year, in which case the County reserves the right to adjust the above-referenced not -to-exceed amount. Any such adjustment will not affect the unit price, but only impact the number of units of service for which the County can pay for in a given year, subject to the prior approval of your Honorable Board.

The proposed Agreement will serve a public purpose by providing Information, Assistance, Support Groups, Counseling and Training to caregivers to educate and link them to vital services necessary to ease their caregiver burden and to support the care receiver.

The goals and objectives of the Program are to support informal caregivers so they may continue to carry out their caregiving roles and responsibilities.

The goals and objectives of the Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home thus preventing costly institutionalization

The goals and objectives of the Program will be tracked and monitored on an ongoing basis through monthly reports and site visits by Department staff.

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, as such, on January 6, 2017 the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The Proposal due date was February 6, 2017. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website; distributed a press release regarding the RFP; placed notices in the Journal News on January 16, 2017, 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. Despite these efforts only one proposal was received in response to the RFP. This Proposal was submitted by the Contractor. The Federal Common Grant Rules CFR 92.36 (f) also stipulates that if adequate competition is lacking or for sole source procurements, that grantees are required to conduct a cost analysis to test the market. Therefore, the Department solicited and obtained rate quotes from other potential Program providers. Based on the cost analysis, it was determined that the Contractor's rate is less than the rate quotes of the other service providers.

Therefore, after carefully evaluating the Contractor's proposal based on the criteria set forth in the RFP, it was determined that the Contractor's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Furthermore, since the cost analysis conducted by the Department identified the Contractor as having the lesser rate of the other service providers, we believe that it would be in the best interest of the County for your Honorable Board to award the contract to the Contractor because they have a proven track record of providing similar services to caregivers and seniors in Westchester County for over 50 years. In addition to the reasons stated above, the Contractor has performed well in providing services to seniors and caregivers through other agreements.

Accordingly, I recommend adoption of the proposed resolution.

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 enter into an agreement (the "Agreement") with the Family Services of Westchester, Inc. (the "Contractor") to provide Family Caregiver Support Services for Caregivers of Seniors with Alzheimer's Disease or a Related Dementia under Title III-E of the Older Americans Act (the "Program"), for the period beginning on January 1, 2017 through December 31, 2017, 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") Statewide Client Data System ("PeerPlace"); and be it further

RESOLVED, that the County at its sole discretion may extend the term of the Agreement with the Contractor for up to five (5) additional (1) one-year periods, on the same terms and conditions, including unit-price (with a not-to-exceed 3% annual cost of living increase to be added to the unit cost), as the initial term, subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest. It should be noted that funding may vary from year to year, in which case the County reserves the right to adjust the above-referenced not -to-exceed amount. Any such adjustment will not affect the unit price, but only impact the number of units of service for which the County can pay for in a given year, subject to the prior approval of your Honorable Board; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is also subject to the further financial and adopted during the term of this Agreement. 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 Agreement with the Contractor, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate its Agreement 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	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448S	4380	T448	\$14,986.00
Budget Funding Year(s) (must match resolution)	2017		Start Date	1/1/17	End Date	12/31/17
Funding Source	Tax Dollars		\$0			
	State Aid		\$0			
\$14,986.00 (must match resolution)	Federal Aid		\$14,986.00			

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/25/2017 - LISA MARIJAN SECRETARY