

56835

**DATE:** May 2, 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 amend its agreement with the Food Bank for Westchester for the provision of assistance services to the elderly under the Community Services for the Elderly Act in order to exercise the third of the County's four (4) options to renew the agreement for the program period April 1, 2017 through March 31, 2018. State funding will be in an amount not to exceed \$48,000, payable pursuant to the agreed upon unit cost.

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By resolution approved on December 11, 2014, 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 with the Food Bank for Westchester (the "Contractor") to provide Assistance to seniors applying for Supplemental Nutrition Assistance Program (SNAP) Food Stamps, which included referral to appropriate departments to complete the application process under the Community Services for the Elderly Act (the "Program") in an amount not to exceed \$40,000 in State funds, payable pursuant to an agreed upon unit cost, for the program period April 1, 2014 through March 31, 2015, with the County having the sole option to renew the agreement for up to four (4) additional one (1) year periods, subject to the further approval of your Honorable Board (the "Agreement"). The Agreement was subsequently executed.

Thereafter, by resolution approved on May 14, 2015 ( the "May 14<sup>th</sup> Resolution"), your Honorable Board authorized the County to amend the Agreement with the Contractor in order to exercise the first of the County's four (4) options to renew the Agreement for provision of the Program for the period commencing on April 1, 2015 through March 31, 2016. The May 14<sup>th</sup> Resolution also authorized the County to further amend the Agreement in order to increase the not to exceed amount under the First Amendment by \$8,000 from \$40,000 to \$48,000 in State funds, payable pursuant to the agreed upon unit cost and to increase the matching funds to be contributed by the Contractor to the Program by \$2,666 from \$13,334 to \$16,000 (the "First Amendment"). The First Amendment was subsequently executed.

Thereafter, by resolution approved on April 7, 2016 ( the "April 7<sup>th</sup> Resolution"), your Honorable Board, *inter-alia*, authorized the County to amend the Agreement with the Contractor in order to exercise the second of the County's four (4) options to renew the Agreement for provision of the Program for the period commencing on April 1, 2016 through March 31, 2017.

The County now seeks the approval of your Honorable Board to amend the Agreement in order to exercise the third of its four (4) options to renew the Agreement with the Contractor for the provision of the Program, for the program period commencing on April 1, 2016 through March 31, 2017 (the "renewal period"), for an amount not to exceed \$48,000, in State funds, payable pursuant to the agreed upon unit cost, with the Contractor required to contribute \$16,000 to the Program (the "Second Amendment").

For the previous fiscal year 2215 units of SNAP Food Stamp assistance were provided to 326 seniors throughout the County

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

The Agreement with the Contractor is exempt pursuant to Section 3(a)(xix) of the Westchester County Procurement Policy.

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

MJ/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/25/2017 - 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 its Agreement (the "Agreement") with the Food Bank for Westchester (the "Contractor") in order to exercise the third of its four (4) options to renew the agreement for the provision of assistance services to seniors applying for Supplemental Nutrition Assistance Program (SNAP) Food Stamps, which includes referral to appropriate departments to complete the application process under the Community Services for the Elderly Act (the "Program"). State funding for the Program will be in an amount not to exceed \$48,000, payable pursuant to the agreed upon unit cost, for the program period April 1, 2017 through March 31, 2018 (the "Third Amendment"); and be it further

**RESOLVED**, that the Contractor is required to contribute an amount not to exceed \$16,000 in Contractor matching funds to the Program; 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.

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Agreement:	\$40,000
First Amendment	\$48,000
Second Amendment	\$48,000
Third Amendment	\$48,000
<u>Total:</u>	<u>\$184,000</u>

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Charged	263	85	047S	4380	T-047	\$48,000.00

Budget Funding Year(s) 2017 - 2018  
(must match resolution)

Start Date 4/1/17 End Date 3/31/18

Funding Source  
\$48,000.00  
(must match resolution)

Tax Dollars	\$0
State Aid	<u>\$48,000.00</u>
Federal Aid	<u>\$0</u>