

**62100**

**DATE:** March 14, 2018

**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 (4) entities set forth in the attached Schedule "A" for the purpose of providing Information and Assistance Services to Westchester County seniors under Title III-B of the Older Americans Act for the program period commencing on January 1, 2018 and terminating on December 31, 2018. Federal funding for the program period will be for a total aggregate amount not-to-exceed \$96,589 in federal funds, in the individual amounts as set forth in the attached Schedule "A".

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The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") seeks authority from your Honorable Board to enter into agreements (the "Agreements") with the four (4) entities (the "Contractors") set forth in the attached Schedule "A" for the purpose of providing Information and Assistance Services to County seniors under Title III-B of the Older Americans Act (the "Program"), for the period commencing on January 1, 2018 and terminating on December 31, 2018. Federal funding for the Program will be for a total aggregate amount not-to-exceed \$96,589, in the individual amounts also set forth in the attached Schedule "A", payable for actual services provided and line-item budgeted, which may at the County's sole and complete discretion, include an optional increase or decrease of available funds, which would impact the not-to-exceed amount of the contract.

The County, in its sole discretion, may extend the term of the Agreements with the Contractors for up to five (5) additional one (1) year periods, on the same terms and conditions, including price proposal, 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.

The Contractors are required to contribute an aggregate amount not-to-exceed \$55,552 in Contractor matching funds to the Program in the individual amounts set forth in the attached Schedule "A".

It should 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 two municipalities listed in Schedule "A" in connection with the Title III-B Program.

The Agreements with Westchester Residential Opportunities, Inc. and the two municipalities listed in Schedule "A" will serve to provide Information and Assistance by trained and qualified staff to seniors 60 and older in the community.

The Agreement with The LOFT: The Lesbian and Gay Community Services Center, Inc. will serve to provide Westchester County senior LGBT individuals with Information and Assistance concerning social, recreational, educational and cultural activities to aid in the reduction of isolation, including the provision of current information on available opportunities and services including assistive technology; counseling and the provision of referrals to local community resources.

Further authority is also being sought from your Honorable Board for the County to incorporate into all renewal options to the agreement certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to, certain contract provisions applicable to the Program.

These Agreements will serve a public purpose by providing information for and assistance with supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed Agreements are to provide needy and vulnerable Westchester County seniors with information and assistance through the use of available public and voluntary services, and appropriate community resources.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and maintain a cost-effective lifestyle. The Title III-B programs aim to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of Westchester County's elderly.

The services will be tracked, monitored and evaluated through monthly reporting activities and annual on-site reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe and successful fashion.

The Agreements are exempt from the Westchester County Procurement Policy pursuant to section 3(a) iii and 3(a) xix thereof; however, they are subject to the Federal Common Grant Rules. As such, on January 5, 2018, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The proposal's due date was January 31, 2018. 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 4, 2018 and the New York Times on January 8, 2018, and sent e-mails to various media outlets regarding the RFP. A total of nine (9) proposals were submitted in response to the various Program services in the

RFP. The proposals were received from United Way of Westchester and Putnam and the four (4) Contractors listed in the attached Schedule "A".

Each proposal was 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 the proposed budget. Following a careful review of the proposals with reference to the evaluation criteria set forth in the RFP, the Contractors listed in the attached Schedule "A" were selected because they best met the required specifications and each submitted a proposal that maximizes services in accordance with the budgeted amount.

Accordingly, approval of the attached resolution is most respectfully recommended.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/12/2018 - N/A - SECRETARY

## 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 enter into agreements (the "Agreements") with the (four) entities (the "Contractors") set forth in the attached Schedule "A" to provide Information and Assistance Services to County seniors under Title III-B of the Older Americans Act (the "Program"), for the period commencing on January 1, 2018 and terminating on December 31, 2018. Federal funding for the Program will be for a total aggregate amount not-to-exceed \$96,589, in the individual amounts also set forth in the attached Schedule "A", payable for actual services provided and line-item budgeted, which may at the County's sole and complete discretion, include an optional increase or decrease of available funds, which would impact the not-to-exceed amount of the contract; and be it further

**RESOLVED**, that the County, in its sole discretion, may extend the term of the Agreements with the Contractors for up to five (5) additional one (1) year periods, on the same terms and conditions, including price proposal, 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; 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 the County is hereby authorized to incorporate into all renewal options to the agreement certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to, certain contract provisions applicable to the Program.

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

**RESOLVED**, that the Agreements 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.

Initial Agreement: \$96,589

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686T	4830	T-686	\$96,589

Budget Funding Years 2018  
(must match resolution)

Start Date 1/1/18

End Date 12/31/18

Funding Source

Tax Dollars: \$0

State Aid : \$0

\$96,589  
(must match resolution)

Federal Aid: \$96,589

APPROVED BOARD OF ACQUISITION CONTRACT - 04/12/2018 - LISA MULLINS 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 New Rochelle	\$26,814	\$18,634	\$45,448
City of Yonkers	\$33,651	\$23,385	\$57,036
The LOFT: The Lesbian and Gay Community Services Center, Inc.	\$16,650	\$0.00	\$16,650
Westchester Residential Opportunities, Inc.	\$19,474	\$13,533	\$33,007
<b>TOTALS</b>	<b>\$96,589</b>	<b>\$55,552</b>	<b>\$152,141</b>

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/12/2018 - LEA MURRAY, SECRETARY