

62316

DATE: March 28, 2018

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 to exercise the third of its three (3) successive one-year options to enter into an agreement with Family Service Society of Yonkers to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act, for the period from January 1, 2018 through December 31, 2018, in an amount not to exceed \$45,100.

By resolution approved on March 19, 2015 (the "March 19th 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 agreements (the "Agreements") with the three (3) entities (the "Contractors") listed in the Schedule "A" attached to the March 19th Resolution for the purpose of providing Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program"), for the period beginning January 1, 2015 through December 31, 2015, for a total aggregate amount not to exceed \$79,324 in federal funds, in the individual amounts also set forth in Schedule "A" attached to the March 19th 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") Social Assistance Management System ("SAMS"), with the Contractors required to contribute an aggregate amount not to exceed \$8,841 in Contractor matching funds to the Program, in the individual amounts also set forth in Schedule "A" attached to the March 19th Resolution. The March 19th Resolution also authorized the County at its sole option to enter into three (3) additional successive one-year Agreements with each Contractor after the initial Agreement, with the stipulation that any successive Agreement(s) would be subject to the availability funds, the County receives all legal approvals, and the terms and conditions remain the same as the initial Agreement, provided, however, the County in its sole discretion would have the right to add to the unit cost an annual cost of living increase not-to-exceed three percent (3%), subject to the prior approval of your Honorable Board. The Agreements with the Contractors were subsequently executed.

Thereafter, by resolution approved on May 28, 2015 (the "May 28th Resolution") your Honorable Board authorized the County to amend the March 19th Resolution for the limited purpose of 1) removing Elderserve Licensed Homecare Agency ("Elderserve") from Schedule "A" attached to the March 19th Resolution as Elderserve was included in error, and 2) decreasing the aggregate not to exceed amount from \$79,324 to \$50,147.

Thereafter, by resolution approved on June 9, 2016 (the "June 9th Resolution"), your Honorable Board authorized the County, *inter alia*, to amend its Agreement with Family Service Society of Yonkers (the "Contractor") for 1) the provision of the Program for the period commencing on January 1, 2016 through December 31, 2016, and 2) increase in funding for the Contractor by \$19,928 from \$25,172 to \$45,100 and an increase in the Contractor's matching funds by \$12,237 from \$2,797 to \$15,034 (the "First Successive Agreement"). The First Successive Agreement was subsequently executed.

Thereafter, by resolution approved on March 9, 2017 (the "March 9th Resolution"), your Honorable Board authorized the County to amend First Successive Agreement with the Contractor for the provision of the Program for the period commencing on January 1, 2017 through December 31, 2017 in an amount not to exceed \$45,100 with the Contractor required to contribute to \$15,034 in matching funds to the Program (the "Second Successive Agreement"). The Second Successive Agreement was subsequently executed.

The County now seeks the authority of your Honorable Board to exercise its third successive one-year option (the "Third Successive Agreement") to enter into an agreement with the Contractor for provision of the Program at the same funding amounts as the Second Successive Agreement for the period commencing on January 1, 2018 through December 31, 2018.

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 as set forth in 45 CFR 92.36 (f) that require 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 Contractor has a reasonable price for both caregiver support groups and caregiver training. The price quotes for caregiver support groups ranged from \$10 to \$90 per person. The price quotes for training ranged from \$15 to \$35.00 per person. In addition, the Department obtained quotes for information and assistance in order to complete the price analysis. The price quotes for information and assistance ranged from \$24.50 to 83.81. Based on the price analysis, the cost per unit for the Contractor was comparable to the solicited vendors. Based on the comparable price quotes the Contractor has done well in providing the services through prior agreements. Therefore, the Department recommends the County exercise its option under the current agreement for these services from the Contractor for 2018, and enter into the Third Successive Agreement with the Contractor.

For the 2017 program year, approximately 336 units of Support Groups services were provided to approximately 45 unduplicated clients; approximately 148 units of Training services were provided to approximately 38 unduplicated clients; approximately 672 units of Assistance services were provided to approximately 38 unduplicated clients and approximately 9,401 units of Information were services provided.

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

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/19/2018 - LISA PRIJAJ, SUPERVISOR

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 is hereby authorized to exercise the third of its three options to enter into a successive one-year agreement (the "Third Successive Agreement") with Family Service Society of Yonkers (the "Contractor") to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program") for the period beginning on January 1, 2018 through December 31, 2018, in an amount not to exceed \$45,100 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 ("NYSOFA") Client Statewide Data System ("PeerPlace"); and be it further
- RESOLVED,** that the Contractor is required to contribute to the Program an amount not to exceed \$15,034; and be it further
- RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Initial Agreement; 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.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
1/15/18
LEGALLY SECRETARY

Initial Agreement with Contractor: \$25,172
 First Successive Agreement: \$45,100
 Second Successive Agreement: \$45,100
 Third Successive Agreement: \$45,100
 Total: \$160,472

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448T	4380	T448	\$45,100
Budget Funding Year(s) (must match resolution)	<u>2018</u>		Start Date	<u>1/1/18</u>	End Date	<u>12/31/18</u>
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$ _____			
	Federal Aid		\$ _____			
<u>\$45,100</u> (must match resolution)			<u>\$ 45,100</u>			