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DATE: June 22, 2018

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 third of its three (3) options to enter into a successive one-year agreement with The LOFT: The Lesbian and Gay Community Services Center, Inc. to provide Information and Assistance Services for elderly Westchester County residents 60 years or older under Title III-B of the Older Americans Act, for an amount not-to-exceed \$16,650 in federal funds, for the program period commencing on January 1, 2018 and terminating on December 31, 2018.

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") *inter alia*, to enter into agreement (the "Initial Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. (the "Contractor") 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 an amount not to exceed \$16,650 as set forth in Schedule "A" attached to the February 26th Resolution, 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 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 the 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 the 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 Contractor as set forth in Schedule "A" attached to the May 19th Resolution to provide the Program at the same funding amount as the Initial Agreement for the period commencing on January 1, 2016 and terminating on

December 31, 2016 (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, *inter alia*, to exercise the second of its three (3) options to enter into a successive one-year Agreement with the Contractor as set forth in Schedule "A" attached to the May 19th Resolution to provide the Program at the same funding amount as the Initial Agreement for the period commencing on January 1, 2017 and terminating on December 31, 2017 (the "Second Successive Agreement"). The Second Successive Agreements was subsequently executed.

The County now seeks the authority of your Honorable Board to exercise the third of its three (3) successive one-year options with the Contractor for the purpose of providing the Program at the same funding amount as the Initial Agreement, for the program period commencing on January 1, 2018 and terminating on December 31, 2018 (the "Third Successive Agreement").

Since the Third Successive Agreement with the 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 three quotes for Information and Assistance in order to complete the price analysis. Based on the price analysis, the cost per unit for our current contractor was less than the solicited vendors. Therefore, based on the aforementioned, it appears to the Department to be most prudent to exercise the County's option under the current agreement for these services from the current vendor for 2018. It is the Department's recommendation to enter into an agreement with our current contractor to provide the Program.

For the 2017 program year, the Contractor provided 2,101 units of Information and 2,392 units of Assistance.

Except as otherwise specifically amended hereby, all other terms and conditions set forth in the Initial Agreement with the Contractor 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 third of its three (3) options to enter into successive one-year agreements (the "Third Successive Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. 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, 2018 and terminating on December 31, 2018. Federal funding for the Program in the Third Successive Agreement will be for an amount not-to-exceed \$16,650, 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"); 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; 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
MARIJAJ, SECRETARY

Initial Agreement: \$16,650
 First Successive Agreement: \$16,650
 Second Successive Agreement: \$16,650
 Third Successive Agreement: \$16,650
 Total: \$66,600

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
charged	263	85	686T	4830	T-686	\$16,650

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

\$16,650

(must match resolution)

Federal Aid: \$16,650

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APPROVED BOARD OF ACQUISITION & CONTRACTS 07/19/2018 - USA MRJAJ, SECRETARY