

64242

**DATE:** June 25, 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 enter into agreements with Richard L. Aronson, Inc d/b/a A&A Staffing Health Care Services, Community Care Companions, Inc. d/b/a Interim Healthcare of NY, and Family Services of Westchester, Inc. to provide Homemaker/Personal Care services for the elderly under Title III-B of the Older Americans Act, up to an aggregate amount not-to-exceed \$23,493 for the period from June 1, 2018 through December 31, 2018.

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Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into agreements (the "Agreements") with: 1. Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services, 2. Community Care Companions, Inc. d/b/a Interim Healthcare of NY, and 3. Family Services of Westchester, Inc. ("the Contractors") for the purpose of providing Homemaker/Personal Care services (the "Program") for the elderly under Title III-B of the Older Americans Act. The Contractors will be paid at the agreed upon unit cost for actual services provided, up to an aggregate amount not to exceed \$23,493 for the period commencing on June 1, 2018 and terminating on December 31, 2018. The County in its sole discretion, may extend the term of the agreement for up to four (4) additional one (1) year periods on the same terms and conditions, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals, subject to approval of your Honorable Board. 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 aggregate amount. It should also be noted that, for each extension period in order to allow for subsequent minimum wage increases. Furthermore, subsequent extension periods will be for the program period commencing on January 1<sup>st</sup> and terminating on December 31<sup>st</sup>.

This agreement will serve a public purpose by providing supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization

The goals and objectives of the proposed agreement are to provide the homebound elderly population with benefits and services available to them in the community.

The goals and objectives of the program are in the best interests of the County in terms of fiscal responsibility because it effectively allows seniors to remain at home thus preventing costly institutionalization.

The goals and objectives will be tracked and monitored through monthly reporting activities and onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

Although the agreements with the Contractors are exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof, it is subject to the Federal Common Grant Rules. As such, on April 13, 2018, the Department issued a Request for Proposals ("RFP") with a due date of May 4, 2018 to solicit proposals from qualified agencies to provide the Program services. In an effort to solicit as many proposers as possible, notice of the RFP was advertised in the Journal News: Westchester, Rockland and Putnam editions on April 15, 2018, the New York Times in the New York Metro Full Tri State edition on April 15, 2018. The RFP was also posted on the County's website and a press release announcing the 2018 RFPs was sent to the media on April 13, 2018.

Seven proposals were received in response to the RFP. These proposals were submitted by the agencies listed on the attached III-B Request for Proposal's (RFP) Agency Response Sheet hereto attached as part of Schedule A. Of the seven proposal, two (2) were disqualified. The other five (5) proposals were evaluated on both technical and financial criteria, including but not limited to, qualifications and experience, technical knowledge, implementation methodology, soundness of the proposed program, and program design. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP 1. Richard L. Aronson, Inc d/b/a A&A Staffing Health Care Services, 2. Community Care Companions, Inc. d/b/a Interim Healthcare of NY, and 3. Family Services of Westchester, Inc. proposals were selected because they best met the required specifications and maximize services in accordance with the budgeted amount.

We believe it would be in the best interests of the County for your Honorable Board to award the agreement to the Contractors, because, in addition to the reasons stated above, they have ably provided these services to County residents over the years.

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 is hereby authorized to enter into agreements (the "Agreements") with the following: 1. Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services, 2. Community Care Companions, Inc. d/b/a Interim Healthcare of NY, and 3. Family Services of Westchester, Inc. (the "Contractors") to provide Homemaker/Personal Care services (the "Program") for the elderly under Title IIIB of the Older Americans Act for the period from June through December 31, 2018. The Contractors will be paid at the agreed upon unit cost for actual services provided, up to an aggregate amount not to exceed \$23,493; and be it further

**RESOLVED** that the County in its sole discretion, may extend the term of each agreement for up to four (4) additional one (1) year periods, on the same terms and conditions, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals. 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 aggregate amount. It should also be noted that, for each extension period, the unit cost will be increased above the initial agreement as agreed upon by the County and the Contractor in order to allow for subsequent minimum wage increases. Furthermore, subsequent extension periods will be for the program period commencing on January 1<sup>st</sup> and terminating on December 31<sup>st</sup>; and be it further

**RESOLVED**, that the Agreements with the Contractors are subject to County appropriations; and be it further

**RESOLVED**, that the Agreements with the Contractors 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 the 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.

This Agreement: \$23,493

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	\$23,493

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

\$23,493

(must match resolution)

Federal Aid \$23,493

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/16/2018 - LISA MARIJAL SECRETARY

## SCHEDULE A

### III-B Request for Proposals (RFP) Provider Response Sheet

#### Homemaker/Personal Care Services Program Year 2018

RFP issue date: April 13, 2018

RFP response due date: May 4, 2018

		Selected Yes or No
1	Richard L. Aronson, Inc. d/b/a A&A Staffing Health Care Services	Yes
2	Community Care Companions, Inc. d/b/a Interim Healthcare of NY	Yes
3	Family Services of Westchester	Yes
4	Able Healthcare Service, Inc	No
5	Family Services Society of Yonkers	No
6	Axons Health Systems Corporation	Disqualified
7	Any-Time Home Care, Inc	Disqualified