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DATE: July 18, 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 (the "County") to enter into an agreement with Westchester Jewish Community Services, Inc. to provide the Escort Assistance under Title III-E of the Older Americans Act for an amount not to exceed \$62,665 in federal funds, for the period from June 1, 2018 through December 31, 2018, with the County having the sole option to extend the term of the agreement for up to four (4) additional one (1) year periods

The County acting by and through its Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. (the "Contractor") for the purpose of providing Escort Assistance, as defined by the Older Americans Act ("OAA"), Title III, Part E, Section 373 (a)(4 &5), to elderly persons 60 years or older residing in Westchester County (the "Program"), for the period beginning on June 1, 2018 through December 31, 2018. Federal funding for the initial term of the Program will be in an amount not to exceed \$62,665, payable based on an agreed-upon unit cost for actual services provided and data entered in New York State Office for the Aging's ("NYSOFA's") Peer Place System, 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. For the initial term of the Program, the Contractor is required to contribute an amount not to exceed \$3,298 in Contractor matching funds to the Program (the "Initial Term").

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, 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, subject to the prior 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 not-to-exceed amount of each Option Term. It should also be noted that each subsequent Option Term that may be approved by your Honorable Board will begin on January 1st through December 31st.

The proposed Agreement with the Contractor 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. Therefore, on April 13, 2018, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The Proposal due date was May 4, 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 New York Times on April 15, 2018, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. The Aging Network Providers were also asked to share the information with their contacts. Three (3) proposals were

received in response to the RFP. These proposals were submitted by Axzons Health System Corp.; Interim Health Care and Westchester Jewish community Services.

Therefore, after carefully evaluating the Contractor's proposal based on the criteria set forth in the RFP, it was determined that the Contractor's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Based on the market analysis, it was determined that the Contractor's rate is higher than the rate quotes of the other service providers, however, the other service providers used volunteer escorts and drivers to defray their costs. Additionally, the current service provider only serves cognitively impaired clients who require more hands on assistance, where the others work with a more "well elderly" clientele. Therefore, we believe that it would be in the best interest of the County for your Honorable Board to renew the Agreement with the Contractor, because the Contractor has ably performed the Services under past agreements.

The proposed Agreement will serve a public purpose by providing the County with respite care for those who are caregivers for older persons, thereby helping prevent caregiver burn-out and enabling those older persons to continue living in their homes rather than face a premature move to a long-term care facility.

The goals and objectives of the proposed Agreement are to provide the County with respite care for those who are caregivers for older persons, thereby helping prevent caregiver burn-out and enabling those older persons to continue living in their homes rather than face a premature move to a long-term care facility.

The goals and objectives of the proposed Agreement is in the best interests of the County in terms of public health and safety, as helping prevent caregiver burn-out, and enabling older persons who are being cared-for to continue living in their homes rather than face a premature move to a long-term care facility, will ultimately provide health benefits for both the caregivers and the older persons for whom they care.

The goals and objectives of the proposed Agreement will be tracked and monitored by the staff of DSPS.

I respectfully recommend the adoption of the attached Resolution.

MC/SJ

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 enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. (the "Contractor") to provide Escort Assistance, as defined by the Older Americans Act ("OAA"), Title III, Part E, Section 373 (a)(4 &5), to elderly persons 60 years or older residing in Westchester County (the "Program"), for the period beginning on June 1, 2018 through December 31, 2018. Federal funding for the initial term of the Program will be in an amount not to exceed \$62,665, payable based on an agreed-upon unit cost for actual services provided and data entered in New York State Office for the Aging's ("NYSOFA's") Peer Place System, 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. For the initial term, the Contractor is required to contribute an amount not to exceed \$3,298 in Contractor matching funds to the Program (the "Initial Term"); and be it further

RESOLVED, that the County, may extend the term of the Agreement for up to four (4) additional one (1) year periods, on the same terms and conditions, as the Initial Term, subject to the availability of funds, acceptable past performance, 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 not-to-exceed amount of each Option Term. It should also be noted that any subsequent Option Term will begin on January 1st through December 31st; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is also subject to the further financial and adopted during the term of this Agreement. 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 Agreement with the Contractor, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the Agreement 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: \$62,665

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448T	4380	T448	\$62,665
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		<u>\$ 0.00</u>			
	State Aid		<u>\$ 0.00</u>			
<u>\$62,665</u> (must match resolution)	Federal Aid		<u>\$ 62,665</u>			

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/16/2018 - LISA MRIJAJ, SECRETARY