

64251

DATE: July 18, 2018

TO: Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request for authority to enter into an Agreement with Family Service Society of Yonkers in to provide Family Caregiver Support Services under Title III-E of the Older Americans Act for an amount not to exceed \$37,822 in federal funds, for the period from July 1, 2018 through December 31, 2018.

The County of Westchester (the "County") acting by and through its Department of Senior of Programs and Services (the "Department" or "DSPS") seeks the authority of your Honorable Board to enter into an Agreement with the Family Service Society of Yonkers ("FSSY" or the "Contractor") pursuant to which FSSY will provide Family Caregiver Support Services for Westchester County grandparents/relative caregivers, 55 and older of children under 18 years old, in accordance with the applicable provisions of the Older Americans Act, as amended, (the "Services" or "Program") for the Program period commencing on July 1, 2018 through December 31, 2018. Federal funding for the initial term of the Program will be payable based on an agreed upon unit cost for actual services provided and data entered in NYSOFA's PeerPlace System, in an amount not to exceed \$37,822. This amount may, in the County's sole and complete discretion, increase or decrease depending on availability of funds.

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. It should be noted that if the County exercises an option, the County will determine the contract amount at that time based on availability of federal funding. It should also be noted that subsequent renewals will be for the program period commencing on January 1st and terminating on December 31st. FSSY is required to contribute \$12,607 in matching funds to the Program.

In order to comply with the Federal Common Grant Rules, the County issued a request for proposals (the "RFP") on April 23, 2018 with a due date of May 15, 2018, which solicited proposals from vendors to the Services. In an effort to solicit as many proposers as possible, DSPS posted the RFP on the County's website; distributed a press release on April 23, 2018 regarding the RFP; placed notices in the Journal News on April 15, 2018, and the New York Times on April 15, 2018, sent e-mails to various media outlets, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. DSPS received two (2) proposals in response to the RFP. These proposals were submitted by Axzons Health System Corporation and the Contractor. DSPS reviewed each proposal and evaluated it based upon the evaluation criteria specified in the RFP and selected FSSY because it submitted a proposal that best met the criteria in the RFP. Based on DSPS's review of the proposal from FSSY, DSPS is satisfied that its proposal is reasonable and that FSSY is a responsible vendor for the Services.

The proposed Agreement will serve a public purpose by providing information and assistance, outreach, public information/education, support groups, counseling, and training services for grandparent/non-parent relative caregivers to educate and link them to vital services necessary to ease their caregiver burden and to support the care receiver.

The goals and objectives of the Program are to support informal caregivers so they may continue to carry out their caregiving roles and responsibilities.

The goals and objectives of the Program are in the best interests of the County in terms of fiscal responsibility because they effectively allow grandparent/non-parent relative caregivers to cost-effectively care for the children, thus preventing costly foster placement.

The goals and objectives of the Program will be tracked and monitored on an ongoing basis through monthly reports and site visits by Department staff.

The Department recommends entering into an agreement with FSSY, because it is well positioned and able to link families to desperately needed programs as warranted. FSSY also partners with Legal Services of the Hudson Valley and Westchester Jewish Community Services to address issues related to kinship care and actively provides caregiver services to families in Westchester county. In addition to the aforementioned, the Contractor has successfully implemented the Program through prior agreements with the County.

Accordingly, I recommend adoption of the proposed 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 (the "County"), acting by and through its Department of Senior Programs and Services, is hereby authorized to enter into an agreement (the "Agreement") with Family Service Society of Yonkers ("FSSY" or the "Contractor"), pursuant to which FSSY will provide Family Caregiver Support Services for Westchester County grandparents/relative caregivers, 55 and older of children under 18 years old, in accordance with the applicable provisions of the Older Americans Act, as amended, (the "Services" or "Program"). For the period commencing on July 1, 2018 through December 31, 2018 (the "Initial Term"), the County will pay the Contractor an amount not-to-exceed \$37,822, payable based on agreed upon unit cost for actual services provided and data entered in NYSOFA's PeerPlace System; and be it further

RESOLVED, that 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. It should be noted that if the County exercises an option, the County will determine the contract amount at that time based on availability of federal funding. It should also be noted that subsequent renewals will be for the program period commencing on January 1st and terminating on December 31st; and be it further

RESOLVED, that for the Initial Term, FSSY is required to contribute \$12,607 in matching funds to the Program; and be it further

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

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this 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: \$37,822

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448T	4380	T448	\$37,822
Budget Funding Year(s) (must match resolution)	<u>2018</u>		Start Date	<u>7/1/18</u>	End Date	<u>12/31/18</u>
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$ _____			
	Federal Aid		\$37,822 _____			
<u>\$37,822</u> (must match resolution)						

APPROVED BOARD OF ACQUISITION & CONTRACTS 08/09/2018 MCA MARIJAJ, SECRETARY