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DATE: November 21, 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 enter into an agreement with Westchester Jewish Community Services, Inc. to provide the Personal Locator Service program under Title III E of the Older Americans Act for an amount not to exceed \$30,000 in federal funds, for the period from October 15, 2018 through December 31, 2018.

The County of Westchester ("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 the Personal Locator Service program under Title III E of the Older Americans Act (the "Program"), for the period beginning October 15, 2018 through December 31, 2018, in an amount not to exceed \$30,000 in federal funds, payable for actual services provided in accordance with line items as budgeted, which may at the County's sole discretion, include an optional 10% increase or 10% decrease of available funds, which would impact the not-to-exceed amount of the contract.

The County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional one (1) year periods (each a "Renewal Option Term"), on the same terms and conditions as the initial term, subject to the availability of federal funds, acceptable past performance, 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 federal funding may vary from year to year. It should also be noted that each subsequent Renewal Option Term will begin on January 1st through December 31st.

The proposed Agreement will serve a public purpose by providing case assistance to caregivers regarding equipment maintenance, along with recommendations on working with care recipients that exhibit resistance to the program. Caregiver counseling and assistance will also be provided for caregivers of seniors with Alzheimer's and other related dementias. These services will educate and link caregivers to vital services necessary to ease their caregiver burden and to improve the support to the care receiver.

The goals and objectives of the Program are to provide services that are intended to provide support to caregivers and their families and to locate and rescue missing care receivers with Alzheimer's or a related dementia who are a part of the Program.

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

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

Although the proposed Agreement with the Contractor is 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.

One proposal was received in response to the RFP. This proposal was submitted by the Contractor. The Contractor's proposal was 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. Since only one proposal was received, the Department also conducted a market analysis as required under the Federal Common Grants Rules to find if there were other potential providers of the service. The market analysis revealed that it would be in the best interest of the County to award the contract to the Contractor. The Contractor has performed well in the provision of services meeting the needs of the senior community in Westchester County through other agreements for many years. Therefore, the Department has concluded after following a careful review of the Contractor's proposal with reference to the evaluation criteria set forth in the RFP, to select the Contractor because it best met the required specifications and maximizes 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 contract to the Contractor, because, in addition to the reasons stated above, the Contractor has satisfactorily provided these services to County residents over the years.

Accordingly, approval of the attached resolution is most respectfully recommended.

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 ("County") is hereby authorized to enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. (the "Contractor") to provide the Personal Locator Service Program under Title III-E of the Older Americans Act for the period beginning on October 15, 2018 through December 31, 2018, in an amount not to exceed \$30,000 in federal funds, payable for actual services provided in accordance with line items as budgeted, which may at the County's sole discretion, include an optional 10% increase or 10% decrease of available funds, which would impact the not-to-exceed amount of the contract; and be it further

RESOLVED, that the County, at its sole option, may extend the term of the Agreement for four (4) additional one (1) year periods commencing on January 1st on the same terms and conditions as the initial term, subject to the availability of federal funds, acceptable past performance, and the County's determination that an extension is in its best interest, subject to the prior approval of the Westchester County Board of Acquisition and Contract; 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: \$30,000

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448T	4380	T448	\$30,000
Budget Funding Year(s)	<u>2018</u>		Start Date	<u>10/15/18</u>	End Date	<u>12/31/18</u>
(must match resolution)						
Funding Source	Tax Dollars		\$ 0.00			
	State Aid		\$ 0.00			
	Federal Aid		\$ 30,000			
<u>\$30,000</u>						
(must match resolution)						