

**67602**

**DATE:** February 4, 2019

**TO:** Board of Acquisition and Contract

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

**RE:** Authority to enter into an agreement with the Westchester Public/Private Membership Fund for Aging Services, Inc. to provide Livable Communities Volunteer Coordination services, for an amount not to exceed \$180,000 in County funds to be paid pursuant to an approved budget, for the program period January 1, 2019 through December 31, 2019.

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Authority is requested for the County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with the Westchester Public/Private Membership Fund for Aging Services, Inc. (the "Contractor"), pursuant to which the Contractor would provide Livable Communities Volunteer Coordination services (the "Program") for an amount not to exceed \$180,000 in County funds to be paid pursuant to an approved budget, for the program period January 1, 2019 through December 31, 2019. The County at its sole option may extend the term of the Agreement with the Contractor for up to four (4) additional one-year periods; however, noting that funding may vary from year to year, which would impact the not to exceed amount of the contract, subject to the prior approval of your Honorable Board.

The Agreement will serve a public purpose by ensuring well-organized volunteer coordination, which is the crux of the Livable Communities Initiative. Service delivery to County seniors through volunteerism focuses primarily on providing a means for seniors to remain engaged and active in the community, thus decreasing incidents of premature institutionalization.

The goals and objectives of the proposed Agreement are to offer opportunities to County seniors to engage in activities and projects that will reduce their isolation, increase their social and civic engagement and promote advocacy on their behalf.

The goals and objectives of the agreement are in the County's best interests regarding fiscal responsibility as the services will help delay premature institutionalization of County seniors, thereby saving County expenditures for the cost of same.

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

The proposed Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof,

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ/

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/28/2019 - USA MRSAJ, SECRETARY

## RESOLUTION

UPON A 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 the Department of Senior Programs and Services (the "Department"), is hereby authorized to enter into an agreement (the "Agreement") with the Westchester Public/Private Membership Fund for Aging Services, Inc. (the "Contractor"), pursuant to which the Contractor shall provide Livable Communities Volunteer Coordination services (the "Program") for an amount not to exceed \$180,000 in County funds, to be paid pursuant to an approved budget, for the program period January 1, 2019 through December 31, 2019; and be it further

**RESOLVED,** that the County at its sole option may extend the term of the Agreement with the Contractor for up to four (4) additional one-year periods; however, noting that funding may vary from year to year, which would impact the not to exceed amount of the contract, subject to the prior approval of your Honorable Board; 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 further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the 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 or to renegotiate the amount 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 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.

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686U	4380	T686	\$180,000
Budget Funding Year(s) (must match resolution)	<u>2019</u>		Start Date	<u>1/1/19</u>	End Date	<u>12/31/19</u>
Funding Source		Tax Dollars:	<u>\$180,000</u>			
<u>\$180,000</u> (must match resolution)						

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/28/2019 LISA MARIJAJ, SECRETARY