

**68076**

**DATE:** February 26, 2019

**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 amend an agreement with Westchester Jewish Community Services, Inc. in order to exercise the first of the County's four (4) options to extend the term of the Agreement to provide Escort Assistance services under Title III-E of the Older Americans Act for an amount not to exceed \$109,696 in federal funds, for the period from January 1, 2019 through December 31, 2019.

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By resolution approved on August 16, 2018 (the "August 16<sup>th</sup> Resolution") your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. ("WJCS") 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 was for 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, with the County's at its sole and complete discretion having the option to increase or decrease available funds, which would impact the not-to-exceed amount of the contract. For the initial term of the Program, WJCS was also required to contribute an amount not to exceed \$3,298 in WJCS matching funds to the Program (the "Initial Term") The Agreement was subsequently executed.

The August 16<sup>th</sup> Resolution also stipulated that the County, in its sole discretion, could 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, noting 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. The Resolution also stipulated that each subsequent Option Term that may be approved by your Honorable Board would begin on January 1<sup>st</sup> through December 31<sup>st</sup>.

The County now seeks the authority of your Honorable Board to amend the Agreement with WJCS in order to extend the term of the Agreement for an additional one-year period for the program period beginning on January 1, 2019 through December 31, 2019 (the "First Option Term") for an amount not to exceed \$109,696 in federal funds, WJCS will be required to contribute \$5,773 in matching funds (the "First Amendment").

The proposed Agreement with WJCS 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 that mandate a price analysis be conducted before the County can exercise an option to extend the Agreement. Therefore, the Department solicited price proposals from qualified agencies to determine if it could find providers to better provide the Program services at a more cost-effective rate. After a careful review of the prices proposals, the Department determined that WJCS has the only program of its type to provide unique respite services to caregivers in Westchester County. A comparison of all of the programs reviewed shows that WJCS provides the most comprehensive Escort Assistance Program as it offers more socially viable options for cognitively impaired seniors to participate in activities of daily living in order to age in place with dignity for as long as possible. The Program is geared to providing much needed assistance to overburdened caregivers in the form of a respite service that gives caregivers a break from the arduous responsibilities of caring for those with Alzheimer's disease, dementia or some type of cognitive decline. Therefore, we believe that it would be in the best interest of the County for your Honorable Board to extend the Agreement with WJCS, because in addition to the aforementioned, WJCS has ably performed the Services under the initial Agreement.

WJCS provided 2,838 units of service to 334 duplicated and 47 unduplicated clients in 2018. The service is free to participants and is offered county-wide.

Except as specifically to be amended as described herein, all other terms and conditions set forth in the Agreement would remain in full force and effect.

I respectfully recommend the adoption of the attached Resolution.

MC/SJ

## RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, BE IT HEREBY:

- RESOLVED,** that the County of Westchester ("County") is hereby authorized to amend an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. ("WJCS") in order to exercise the first of the County's four (4) options to extend the term of the Agreement 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; and be it further
- RESOLVED,** that the term of the first option shall be January 1, 2019 through December 31, 2019, in an amount not to exceed \$109,696 in federal funds, bringing the total Agreement and this first amendment to an amount not to exceed \$172,361, payable based on the 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. WJCS is required to contribute an amount not to exceed \$5,773 in matching funds to the Program; and be it further
- RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain in full force and effect; 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.

Initial Agreement: \$62,665  
 First Amendment: \$109,696  
 Total: \$172,361

| Account to be charged                             | Fund        | Dept. | Major Program, Program & Phase Or Unit | Object/ Sub Object | Trust Account | Dollars         |
|---|-------------|-------|--|--------------------|---------------|-----------------|
|   | 263         | 85    | 448U                                   | 4380               | T448          | \$109,696       |
| Budget Funding Year(s)<br>(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>\$ .00</u>                          |                    |               |                 |
|   | State Aid   |       | <u>\$0.00</u>                          |                    |               |                 |
| <u>\$109,696</u><br>(must match resolution)       | Federal Aid |       | <u>\$109,696</u>                       |                    |               |                 |

APPROVED BOARD OF ACQUISITION & CONTRACTS 3/21/2019 - LISA MRIJAJ, SECRETARY