

**68187**

**DATE:** February 13, 2019

**TO:** Board of Acquisition & Contract

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

**RE:** Authorization to enter into an Agreement with DOROT, Inc. for the purpose of providing In-Home Contact/Support services to persons 60 years or older, residing in Westchester County for the period commencing on January 1, 2019 and terminating December 31, 2019, for an aggregate amount not-to-exceed \$48,516.

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The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), seeks the authority of your Honorable Board to enter into an agreement (the "Agreement") with DOROT, Inc. ("DOROT") for the purpose of providing In-Home Contact/Support services to persons 60 years or older, residing in Westchester County (the "Program"). Funding for the Program shall be for an amount not-to-exceed \$48,516 in federal funds to be paid pursuant to the agreed-upon unit costs for actual services provided and data entered in the New York State Office for the Aging's ("NYSOFA's") PeerPlace System, for the program period commencing on January 1, 2019 and continuing through December 31, 2019. The County in its sole and complete discretion may increase or decrease the not-to-exceed amount of the contract, subject to, among other things, the availability of funds and the County obtaining all necessary legal approvals. The DOROT is required to contribute \$5,392 in DOROT matching funds to the Program.

Furthermore, the County, in its sole discretion, may also extend the term of the Agreement for up to four (4) additional extension terms of one (1) year each. Any renewal of the Agreement by the County shall be on the same terms and conditions as the initial term, . Any renewal by the County shall be subject to the availability of funds, the County conducting a cost and/or price analysis, in accordance with federal law, acceptable past performance, the County determines that an extension is in its best interest, and the prior approval of your Honorable Board.

This agreement will serve a public purpose by providing supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed contract are to provide the homebound elderly population with University Without Walls, Telephone Reassurance and Friendly Visiting programs designed to offer companionship that will enable the elderly to age in place even when they have outlived friends or family members.

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

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

This Agreement 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. As such, on December 7, 2018, the Department issued a Request for Proposals ("RFP") with a due date of December 31, 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 placed notices in the Journal News and the New York Times on December 2, 2018, sent e-mails to various media outlets regarding the RFP, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. The RFP was also posted on the County's website and distributed a press release announcing the 2019 RFP. Additionally, the Department e-mailed notices of the RFP to potential proposers from the IIIIE, EISEP; IIIB NAPIS; IIIB Transportation and SADS distribution lists. Only one (1) proposal was received in response to the RFP. This proposal was submitted by the DOROT. Consequently, pursuant to the Federal Common Grant Rules CFR 92.36 (f) that require a cost analysis to be conducted to test the market when adequate competition is lacking or for sole source procurements, the Department contacted 8 agencies (all responded) for the provision of the various Program services. The DOROT's price was the best per unit cost to provide all the Program Services.

Therefore, after carefully evaluating the DOROT's proposal based on the criteria set forth in the RFP, it was determined that the DOROT's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Furthermore, the cost analysis conducted by the Department identified the DOROT as offering the best value per unit for their Telephone Reassurance Program and Friendly Visiting programs. Their University Without Walls program is very unique as it is the only program of its type to serve the homebound elderly in a teleconference mode that allows for easy participation of the home bound elderly. As a result, the Department recommends entering into an Agreement with the DOROT to provide the Program services. It should be noted that the DOROT and has successfully provided the Program through prior agreements with the County

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

MC/SJ

Att.

**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 is hereby authorized to enter into an Agreement with DOROT, Inc. (the "DOROT") to provide In-Home Contact/Support services to persons 60 years or older, residing in Westchester County for an aggregate amount not-to-exceed \$48,516 in federal funds to be paid pursuant to the agreed upon unit costs in listed in the attached Schedule "A" for actual services provided and data entered in the New York State Office for the Aging's ("NYSOFA's") PeerPlace System, up to the not-to-exceed amount of the contract for the program period commencing on January 1, 2019 and continuing through December 31, 2019; and be it further

**RESOLVED**, that the DOROT is required to contribute in \$5,392 in DOROT matching funds to the program; and be it further

**RESOLVED**, that the County, at its sole option, may also extend the term of the agreement for up to four (4) additional extension terms of one (1) year each. Any renewal of the agreement by the County shall be on the same terms and conditions as the initial term, subject to the availability of funds, the County conducting a cost and/or price analysis, in accordance with federal law, acceptable past performance, the County determines that an extension is in its best interest, and the prior approval of your Honorable Board; 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:	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	686U	4380	T-686	\$ 48,516

Budget Funding Years 2019      Start Date 1/1/19      End Date 12/31/19  
(must match resolution)

Funding Source      Tax Dollars: \$0 \_\_\_\_\_

\$48,516      State Aid: \$0 \_\_\_\_\_

(must match resolution)

Federal Aid: \$48,516

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2019 - LISA MRIJAJ, SECRETARY