

68188

DATE: February 29, 2019

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 Westchester Community Opportunity Program, Inc. to provide Supportive Services Transportation: Foster Grandparent Transportation Program under Title III-B of the Older Americans Act for the period commencing on January 1, 2019 through December 31, 2019 for an amount not to exceed \$5,864 in federal funds.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. (the "WCOP") to provide Supportive Services Transportation: Foster Grandparent Transportation Program to persons 60 years and older, residing in Westchester County in accordance with Title III, Part B, Section 321 (a)(2) of the Older Americans Act, as amended, and its implementing regulations, 45 CFR Part 1321 et seq. ("OAA") (the "Program"). The initial term of the Agreement shall be for one (1) year commencing on or about January 1, 2019 and expiring on December 31, 2019 (the "Initial Term"), for an amount not to exceed \$5,864 in federal funds based on the agreed upon unit cost for actual services provided and data entered in the NYSOFA's PeerPlace Management System. WCOP is required to contribute \$652 in matching funds to the Program. 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.

Furthermore, the County, in its sole discretion, may 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 the County's best interest, and the approval of your Honorable Board.

The WCOP will provide transportation for low-income senior volunteers to various academic settings to tutor young people who need extra help with school work.

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

The goal and objectives are to expand transportation services for all seniors, ages 60 years or older, with a special emphasis on the frail and dependent elderly, and those who are in greatest social and economic need, with particular attention to low income minorities, to improve their access to all available supportive services, nutrition services, and other services on aging. It is believed that providing transportation services to and from community facilities, medical appointments, shopping centers, meetings with family and friends, cultural, educational, recreational and other enrichment events will improve the quality of life for seniors, increase their sense of independence and wellbeing and assist them in leading independent, meaningful and dignified lives in their own homes and communities.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and to maintain a cost-effective lifestyle. The goal of the Title III-B programs is to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of the County's elderly.

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.

Although the proposed agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (xix) thereof, it is subject to the Federal Common Grant Rules. As such, the Department issued a Request for Proposals ("RFP") on January 14, 2019 with a due date of February 11, 2019 to solicit price 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 January 17, 2019. The RFP was also posted on the County's website on January 16, 2019. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by Westchester Community Opportunity Program, Inc. ("WESTCOP"). 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 3 agencies (all responded) for the provision of the Program services. The prices quotes ranged from \$9.04 to \$15.82 for each one-way trip per person. The WCOP provided a unit cost that is at the lowest end of the range.

Therefore, after carefully evaluating the WCOP's proposal based on the criteria set forth in the RFP, it was determined that the WCOP'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 WCOP as having a rate at the lower end of the range of the other service providers. As a result, the Department recommends entering into an Agreement with the WCOP to provide the Program services. It should be noted that the WCOP and has successfully provided the Program through prior agreements with the County

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

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

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") is hereby authorized to enter into an agreement (the "Agreement") Westchester Community Opportunity Program, Inc. (the "WCOPs") for the purpose of providing Supportive Services Transportation: Foster Grandparent Program to persons 60 years and older, residing in Westchester County in accordance with Title III, Part B, Section 321 (a)(2) of the Older Americans Act, as amended, and its implementing regulations, 45 CFR Part 1321 et seq. ("OAA") (the "Program"). The initial term of the Agreement shall be for one (1) year commencing on or about January 1, 2019 and expiring on December 31, 2019, (the "Initial Term") for an amount not to exceed \$5,864 in federal funds based on the agreed upon unit cost for actual services provided and data entered in the New York State Office for the Aging's (NYSOFA's) PeerPlace Management System,; and be it further

RESOLVED, that the WCOP is required to contribute \$652 in matching funds to the Program; and be it further

RESOLVED, that the County, at its sole option, may 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; and be it further

RESOLVED

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.

Agreement: \$5,864

Account to be charged	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686U	4380	T686	\$5,864
Budget Funding Year(s) (must match resolution)	2019		Start Date	1/1/19	End Date	12/31/19
Funding Source	Tax Dollars		\$0			
	State Aid		\$0			
\$5,864 (must match resolution)	Federal Aid		\$5,864			

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