

93784

DATE: June 29, 2022

TO: Board of Acquisition & Contract

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

RE: Authority for the County of Westchester to enter into an agreement with Family Services of Westchester, Inc. to provide Information Mobility Management services to County residents 60 years or older in accordance with Title III-B of the Older Americans Act, as amended, for a term commencing on September 1, 2022 and continuing through September 30, 2024 in an amount not-to-exceed \$288,000, pursuant to an approved budget

The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department" or "DSPS"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("FSW" or the "Contractor") to provide Information Mobility Management services to County residents 60 years or older on available transportation services, benefits and entitlements, other areas of concern with assistance and referral, and linking them to such appropriate community resources, opportunities and services (the "Services" or "Program") in accordance with Title I, Section 102(28) and Title III, Part B, of the Older Americans Act, as amended, and its implementing regulations, and the New York State Office for the Aging ("NYSOFA") Program Instruction No. 14-PI-02.

The Agreement will be for a term commencing on September 1, 2022 and continuing through September 30, 2024, and will be paid for with American Rescue Plan Act of 2021 ("ARPA") federal grant funds awarded to the County by NYSOFA under the SSC6 program in an amount not-to-exceed \$288,000, pursuant to an approved budget. The County, in its sole and complete discretion, may decrease the not-to-exceed amount of the contract as a result of reduced availability of funds. FSW will be required to contribute \$32,000 in matching funds to the Program.

The Agreement with FSW will serve a public purpose because it will help seniors locate transportation services that meet their needs both in terms of scheduling and pricing. The FSW will operate a centralized call center to address and determine the transportation needs of seniors, and present seniors with available transportation options.

The goals and objectives of the Program are to provide families and seniors throughout Westchester County with information services. These goals and objectives are in the County's best interest in terms of fiscal responsibility because they aim to reduce, delay or avoid nursing home institutionalization, thereby reducing Medicaid costs for the County and improving the general well-being of the County's elderly.

The 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 ("FCGR"). Therefore, in order to comply with the FCGR, the Department issued a request for proposals ("RFP") on November 1, 2021 with a due date of December 2, 2021, which solicited proposals from vendors regarding the Services. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website; distributed a press release on November 1, 2021 regarding the RFP; placed notices in the Journal News on November 1, 2021, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. Two (2) proposals were received in response to the RFP. These responses were submitted by Family Services of Westchester, Inc. and WestFair Rides, Inc. After carefully reviewing each proposal with reference to the evaluation criteria specified in the RFP, the Department selected FSW because its proposal better met the criteria set forth in the RFP. Additionally, FSW is an experienced and responsible vendor for the Services since it has ably provided the same services under other agreements with the County.

The services will be tracked, monitored and evaluated through monthly reporting activities and annual on-site reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe fashion. Additionally, client satisfaction is monitored through the use of surveys. The New York State Office for the Aging annually monitors and evaluates whether the Department is meeting its requirements to conduct proper oversight.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
07/07/2021
PREPARED BY

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") acting by and through its Department of Senior Programs and Services (the "Department") is hereby authorized to enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("FSW" or the "Contractor") to provide Information Mobility Management services to County residents 60 years or older on available transportation services, benefits and entitlements, other areas of concern with assistance and referral, and linking them to such appropriate community resources, opportunities and services for a term commencing on September 1, 2022 and continuing through September 30, 2024 (the "Services" or "Program") in accordance with the Older Americans Act, as amended, and its implementing regulations, and the New York State Office for the Aging ("NYSOFA") Program Instruction No. 14-PI-02; and be it further

RESOLVED, that in consideration for services rendered, the County will pay FSW an amount not-to-exceed \$288,000 for actual services provided and line-items budgeted, pursuant to an approved budget. The County, in its sole and complete discretion, may decrease the not-to-exceed amount of the contract as a result of reduced availability of funds; and be it further

RESOLVED, that the Contractor will be required to contribute \$32,000 in matching funds to the Program; 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.

APPROVED BOARD OF ACCOUNTS & CONTRACTS 07/07/2022 - RYAN G. SULLIVAN, CLERK

Agreement: \$288,000

Account to be Charged	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
SSC6	263	85	W049	4380	G049	\$288,000

Budget Funding Year(s) 2022 - 2024 Start Date 9/1/2022 End Date 9/30/2024
(must match resolution)

Funding Source

Tax Dollars: \$0

State Aid: \$0

\$288,000

Federal Aid: \$288,000

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/07/2022 - RAYMOND SCURRY, SECRETARY