

26021

DATE: April 5, 2012

TO: Board of Acquisition and Contract

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

RE: Authority to enter into an Agreement with Westchester Jewish Community Services to provide Caregiver Escort/Assisted Transportation services under Title III-E of the Older Americans Act for a total aggregate amount not to exceed \$123,664.00 for the period January 1, 2012 through December 31, 2012

The County of Westchester, acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Westchester Jewish Community Services ("WJCS") for the purpose of providing Caregiver Escort/Assisted Transportation services under Title III-E of the Older Americans Act (the "Program"), for an amount not to exceed \$123,664.00, comprised of \$113,490.00 in Federal funds to be paid pursuant to an approved budget, and \$10,174.00 in subcontractor matching funds, for the period January 1, 2012 through December 31, 2012 with the County having the sole option to renew the Agreement for up to two (2) additional one (1) year periods, subject to the prior approval of your Honorable Board

The Agreement will serve a public purpose by providing caregivers with support and respite from their caregiving responsibility and enabling them to enlist an escort to accompany their loved ones who are 60 or older to a doctor visit, shopping trip, errand, movie or restaurant.

The goals and objectives of the Program are to provide caregiver escort services to frail and dependent seniors to improve and expand their access to all available services and benefits.

The goals and objectives of the Program are in the best interests of the County in terms of fiscal responsibility because they link seniors to vital services and benefits that help them to prolong staying in their homes and communities rather than being placed in nursing homes, which will save taxpayer dollars.

The Agreement WJCS is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof. Nevertheless, on November 22, 2011, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide Program services. The Proposal due date was December 15, 2011. In an effort to solicit as many proposers as possible, on October 18, 2011 the Department held a public meeting to announce the various services for which it would be issuing RFPs for 2012. In advance of the public meeting, the Department sent out 1500 notices to aging service providers to invite them to attend

the meeting. The Department also placed a legal notice in the newspaper announcing the public meeting three (3) weeks prior to the meeting date. In addition, the Department sent out another 1500 notices to aging service providers to attend a second public meeting, the RFP applicants meeting. Copies of the RFP were also mailed to all providers that requested one. The RFP was also posted on the County's website. Despite these efforts, only one (1) proposal was received in response to the RFP. This proposal was submitted by WJCS.

WJCS's proposal was evaluated on both technical and financial criteria, including but not limited to, qualifications and experience, technical knowledge, implementation methodology, soundness of the proposed program, program design. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, it was determined that WJCS's proposal met the required specifications and maximizes services in accordance with the budgeted amount.

Accordingly, I recommend adoption of the proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/03/2012

JUNIA VIEIRA 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 be and is hereby authorized to enter into an Agreement with Westchester Jewish Community Services (“WJCS”) to provide Caregiver Escort/Assisted Transportation services under Title III-E of the Older Americans Act in an amount not-to-exceed \$123,664, comprised of \$113,490 in Federal funds pursuant to an approved budget, and \$10,174.00 in subcontractor matching funds, for the program period January 1, 2012 through December 31, 2012; and be it further
- RESOLVED** that the County, at its sole option, may renew the Agreement for up to two (2) additional one (1) year periods, subject to the prior approval of your Honorable Board; and be it further
- RESOLVED** that the Agreement with the Contractor is subject to County Appropriations; and be it further
- RESOLVED** that the Agreement with the Contractor is also subject to the further financial and adopted during the term of this 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 with the Contractor, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the contractor, then the Contractor shall have the right to terminate their respective Agreements 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	448M	4380	T448	\$113,490.00
	N/A	N/A	N/A	N/A	N/A	\$ 10,174.00
Budget Funding Year(s) (must match resolution)	2012		Start Date	1/1/12	End Date	12/31/12
Funding Source	Tax		\$ _____			
	State		\$ _____			
\$123,664.00 (must match resolution)	Federal		\$113,490.00			
	Other		\$ 10,174.00			

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/03/2012 - JOMBY VIERA, SECRETARY