

26022

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 Agreements with the agencies listed in the attached Schedule "A" to provide Caregiver Support Services under Title III-E of the Older Americans Act for a total aggregate amount not to exceed \$40,704.00 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 agreements with the three (3) agencies listed in the attached Schedule "A" (the "Agreements"), for the purpose of providing Caregiver Support Services under Title III-E of the Older Americans Act (the "Program"), for the period January 1, 2012 through December 31, 2012, in a total aggregate amount not to exceed \$40,704.00, comprised of \$37,400.00 in Federal funds pursuant to an approved budget, and \$3,304.00 in contractor matching funds, in the individual amounts set forth in the attached Schedule "A". The County at its sole option may renew the Agreements for up to two (2) additional one (1) year periods subject to the prior approval of your Honorable Board.

The Agreements will serve a public purpose by providing Information, Assistance, Support Groups and Training to caregivers to educate and link them to vital services necessary to ease their caregiver burden and to support the care receiver.

The goals and objectives of the Program are to support informal caregivers so they may continue to carry out their caregiving roles and responsibilities.

The goals and objectives of the Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home thus preventing costly institutionalization. It also allows grandparents to cost-effectively care for their grandchildren, thus preventing costly foster placement.

The goals and objectives of the Program will be tracked and monitored on an on going basis through monthly reports and site visits by Department staff.

The Agreements are 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. Three (3) responses to the RFP were received from the agencies listed in Schedule A.

Proposals were 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 proposals with reference to the evaluation criteria set forth in the RFP, it was determined that each proposer met the required specifications and submitted a proposal that maximizes services in accordance with the budgeted amount.

Accordingly, I recommend adoption of the proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
COMMUNITY DEVELOPMENT 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 is hereby authorized to enter into agreements with the three (3) agencies listed in the attached Schedule "A" (the "Agreements") to provide Caregiver Support Services under Title III-E of the Older Americans Act for the period 1/1/12 through 12/31/12, in the total aggregate amount not to exceed \$40,704.00, in the individual amounts set forth in Schedule "A"; and be it further

RESOLVED, that the County, at its sole option, may renew the Agreements for up to two (2) additional one (1) year periods, subject to the prior approval of this Honorable Board, and be it further

RESOLVED, that the Agreements are subject to County appropriations; and be it further

RESOLVED, that the Agreements are 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 Agreements with the contractors, or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the contractors, then the contractors 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 \$37,400.00
	N/A	N/A	N/A	N/A	N/A \$ 3,304.00
Budget Funding Year(s) (must match resolution)	2012		Start Date	1/1/12	End Date 12/31/12
Funding Source	Tax Dollars		\$ _____		
	State Aid		\$ _____		
\$40,704.00 (must match resolution)	Federal Aid		\$ 37,400.00		
	Other		\$3,304.00		

SCHEDULE A

<u>MUNICIPALITY/AGENCY</u>	NOT TO EXCEED SUBCONTRACTOR		<u>GROSS</u>
	<u>FEDERAL FUNDS</u>	<u>MATCH</u>	
Family Services Society of Yonkers	\$9,700.00	\$869.00	\$10,569.00
Family Ties of Westchester, Inc.	\$9,700.00	\$869.00	\$10,569.00
Alzheimer's Disease and Related Disorders Association, Inc.- Hudson Valley/Rockland/Westchester, NY Chapter	\$18,000.00	\$1,566.00	\$19,566.00
Total	\$37,400.00	\$3,304.00	\$40,704.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/03/2012 - JOHANNY VIEIRA, SECRETARY