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DATE: April 25, 2012

TO: Board of Acquisition & Contract

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

RE: Authorization to enter into Agreements with Family Services of Westchester, Inc. and The Wartburg Home of the Evangelical Lutheran Church for the purpose of providing social adult day care respite services to persons 60 years or older, residing in Westchester County, who are isolated because of physical and/or cognitive limitations under the Expanded In-Home Services for the Elderly Program for the period commencing April 1, 2012 and terminating March 31, 2013, in a total aggregate amount not-to-exceed \$143,760

Authority is requested for the County of Westchester, acting by and through its Department of Senior Programs & Services (the "Department"), to enter into agreements (the "Agreements") with Family Services of Westchester, Inc. ("FSW") and The Wartburg Home of the Evangelical Lutheran Church ("Wartburg") for the purpose of providing social adult day care respite services to persons 60 years or older, residing in Westchester County, who are isolated because of physical and/or cognitive limitations, under the Expanded In-Home Services for the Elderly Program (the "Program") for the period commencing April 1, 2012 and terminating March 31, 2013, in a total aggregate amount not-to-exceed \$143,760, in the individual amounts set forth in the attached Schedule "A", with the County having the sole option to renew the Agreements for up to two (2) additional one-year periods, subject to the further approval of this Board.

The Agreements will serve a public purpose by providing supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization. These funds help provide the support that enables these caregivers to continue to provide the assistance the elderly need to help them remain in the community and out of more expensive and less desired nursing home environments.

The goals and objectives of the Program are to provide caregivers of seniors with respite from their caregiving responsibilities which would allow more seniors to remain at home, thus preventing institutionalization.

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

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 two (2) proposals were received in response to the RFP. The proposals were submitted by FSW and Wartburg.

The 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 and familiarity with social adult day care respite services. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, both FSW and Wartburg were selected because each met the required specifications and submitted proposals that maximize services in accordance with the budgeted amount.

Despite having fewer than three (3) responses, we believe it would be in the best interests of the County for your Honorable Board to award contracts to FSW and Wartburg because in addition to the reasons stated above, both have provided respite programs to Westchester County residents for many years and have significant expertise and experience in providing social adult day care respite services. In addition, for the past several years, FSW and Wartburg have successfully provided competent and professional social adult day care respite services to Westchester County caregivers pursuant to their contracts with the County.

APPROVED BOARD OF REGULATION & CONTROL 05/24/2011 - COMMUNITY DEVELOPMENT

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 agreements (the "Agreements") with Family Services of Westchester, Inc. and The Wartburg Home of the Evangelical Lutheran Church (hereinafter the "Contractors") for the purpose of providing social adult day care respite services to persons 60 years or older, residing in Westchester County, who are isolated because of physical and/or cognitive limitations, for the period commencing April 1, 2012 and terminating March 31, 2013, in a total aggregate amount not-to-exceed \$143,760, in the individual amounts set forth in the attached Schedule "A", with the County having the sole option to renew the Agreements for up to two (2) additional one-year periods, subject to the further approval of this 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 analysis of the impact of any New York State Budget (the "State Budget") proposed 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 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 its' respective Agreement 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.

This Agreement \$143,760.00
TOTAL \$143,760.00
Agreement #

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	048M	4380	T048	\$129,384.00
101	24	1000	4957	n/a	\$ 14,376.00

Budget Funding Year(s) 2012-2013 Start Date 4/1/12 End Date 3/31/13
(must match resolution)

Funding Source Tax Dollars \$ 14,376.00
 State Aid \$129,384.00
\$143,760.00 Federal Aid _____
(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 15/24/2012 - JOMARY MEIRA, SECRETARY

SCHEDULE "A"

<u>Agency</u>	<u>State Funds</u>	<u>County Funds</u>	<u>Total</u>
Family Services of Westchester	\$ 64,692	\$ 7,188	\$ 71,880
Wartburg Home of the Evangelical Lutheran Church	<u>\$ 64,692</u>	<u>\$ 7,188</u>	<u>\$ 71,880</u>
Total	\$129,384	\$14,376	\$143,760

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/24/2012 JOHANNY VIEIRA, SECRETARY