

26499

DATE: April 25, 2012

TO: Board of Acquisition & Contract

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

RE: Authorization to enter into an Agreement with Westchester Jewish Community Services, Inc. for the purpose of providing respite sitter companion services to caregivers providing for 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 ("EISEP") for the period commencing April 1, 2012 and terminating March 31, 2013, for an amount not-to-exceed \$106,293

Authority is requested for the County of Westchester, acting by and through the Department of Senior Programs & Services (the "Department"), to enter into an agreement (the "Agreement") with Westchester Jewish Community Services, Inc. ("WJCS") for the purpose of providing respite sitter companion services to caregivers providing for persons 60 years or older, residing in Westchester County, who are isolated because of physical and/or cognitive limitations under the EISEP program (the "Program") for an amount not-to-exceed \$106,293, consisting of \$74,295 in State funds and \$28,798 in County funds, to be paid pursuant to an approved budget, as well as \$3,200 in contractor matching funds, for the period commencing April 1, 2012 and terminating March 31, 2013, with the County having the sole option to renew the Agreement for up to two (2) additional one-year periods, subject to the further approval of this Board.

The Agreement 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 received from WJCS and Mrs. G’s Service, LLC

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 respite sitter companion services for the elderly. Following a careful review of the proposals with reference to the evaluation criteria set forth in the RFP, WJCS was selected because it met the required specifications and submitted a proposal that maximizes 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 this contract to WJCS because in addition to the reasons stated above, WJCS has provided respite programs to Westchester County residents for about 28 years and has significant expertise and experience in providing family caregiver support services. In addition, for the past several years, WJCS has successfully provided competent and professional family caregiver respite sitter companion services to Westchester County caregivers pursuant to its contract with the County.

Accordingly, an appropriate resolution is herewith attached for your Honorable Board’s consideration.

MC/MJ/jpg
Att.

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 an agreement with the Westchester Jewish Community Services, Inc. (the "Contractor") for an amount not-to-exceed \$106,293, consisting of \$74,295 in State funds and \$28,798 in County funds, to be paid pursuant to an approved budget, as well as \$3,200 in contractor matching funds, to provide respite sitter companion services to caregivers providing for 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 ("EISEP") for the period commencing April 1, 2012 and terminating March 31, 2013, with the County having the sole option to renew the Agreement for up to two (2) additional one-year periods, subject to the further approval of this 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 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 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 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 \$106,293.00
 TOTAL \$106,293.00
 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	\$74,295
101	24	1000	4957	n/a	\$28,798
n/a	n/a	n/a	n/a	n/a	\$ 3,200

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

Funding Source Tax Dollars \$28,798
 State Aid \$74,295
\$106,293.00 Federal Aid _____
 (must match resolution) Other \$3,200

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