

**33424**

DATE: April 11, 2013

TO: Board of Acquisition & Contract

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

RE: Authority to enter into an agreement with Westchester Community Opportunity Program, Inc., to provide Victim Assistance Counseling and Crime Prevention and Safety Programs under Title IIIB of the Older Americans Act for a total aggregate amount not-to-exceed \$17,278, for the program period January 1, 2013 through December 31, 2013

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The County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority to enter into an agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. (the "Contractor"), to provide Victim Assistance Counseling and Crime Prevention and Safety Programs for seniors, their caregivers and non-offending family members victimized by crime or identified as being at risk for abuse and other crime, as well as to provide presentations to seniors, their caregivers and other community members residing in Westchester County under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$17,278, comprised of \$15,550 in Federal funds and \$1,728 in contractor matching funds, for the program period January 1, 2013 through December 31, 2013, with the County having the sole option to renew the agreement for up to five (5) additional one-year terms, subject to the prior approval of your Honorable Board.

The Agreement will serve a public purpose by counseling and educating seniors about crime prevention and safety as well as providing presentations for seniors, their caregivers and other community members relating to crime prevention strategies and supportive services available for the elderly to enable seniors to live safely at home, and thereby remain living in the community for as long as possible to avoid premature institutionalization.

The goals and objectives of the Agreement are to provide counseling services including but not limited to home visits and assessment; legal, medical, criminal justice system advocacy and accompaniment; safety planning and referrals to other service providers as well as to provide crime and safety presentations to seniors, their caregivers and other community members in various community venues, including but not limited to senior housing, nutrition programs and related sites.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as they serve to educate the elderly, their caregivers and families about the types of crime, prevention strategies and supportive services available to the elderly to enable seniors to remain living safely in their homes, which aims at reducing or delaying nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of the County's elderly.

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. The New York State Office for the Aging annually monitors and evaluates whether the Department is meeting its requirements to conduct proper oversight.

Although the proposed agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (xix) thereof, it is subject to the Federal Common Grant Rules. As such, on February 22, 2013, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide Program services. The Proposal due date was March 15, 2013. In an effort to solicit as many proposers as possible, notice of the RFP was advertised in the Journal News: Westchester, Rockland and Putnam editions and posted on the County's website. In

addition, the Department announced the various services for which it would be issuing RFPs for 2013 at  
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public meeting held on September 21, 2012. Prior to the meeting date, the Department also placed a notice in the newspaper on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices to the Westchester Grandparents Coalition and to the Coalition on Hispanic Aging. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by Westchester Community Opportunity Program, Inc. ("WESTCOP"). The 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 and familiarity with the provision of services to be rendered, and proposed unit cost. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, WESTCOP'S proposal was selected because it met the required specifications and maximizes services in accordance with the budgeted amount.

Additionally, we believe it would be in the best interest of the County for your Honorable Board to award this contract to WESTCOP because, in addition to the reasons stated above, WESTCOP has done a good job in providing Victim Assistance Counseling and Crime Prevention and Safety Programs over the past year.

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

MC/SJ

Att.

APPROVED BOARD OF ACQUISITION & CONTRACT 05/09/2013 COUNTY CLERK 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 (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. the ("Contractor"), to provide Victims Assistance Counseling and Crime Prevention and Safety Programs for seniors, their caregivers and non-offending family members victimized by crime or identified as being at risk for abuse and other crime, as well as provide presentations to seniors, their caregivers and other community members residing in Westchester County under Title IIIB of the Older Americans Act, for a total aggregate amount not-to-exceed \$17,278, comprised of \$15,550 in Federal funds and \$1,728 in contractor matching funds, for the program period January 1, 2013 through December 31, 2013; and be it further

RESOLVED, that the County at its sole option may renew the agreement for up to five (5) additional one-year terms, subject to the prior approval of your Honorable Board; and be it further

RESOLVED, that the agreement with the Contractor is also subject to County Appropriations; and be it further

RESOLVED, that the agreement the Contractor is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these Agreements. 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 adoptions(s), to conduct an analysis of the impacts of such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the 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.

Account to be Charged	Fund	Dept	Major Program Program & Phase Or Unit or Org	Object/ Sub Object	Trust Account	Dollars
	263	85	686N	4830	T-686	\$15,550
N/A	N/A	N/A	N/A	N/A	N/A	\$1,728
Budget Funding Year(s) (must match resolution)		2013	Start Date	1/1/13	End Date	12/31/13
Funding Source		Tax Dollars	\$ 0			
		State Aid	\$ 0			
\$17,278 (must match resolution)		Federal Aid	\$ 15,550			
		Other	\$1,728			

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/09/2013 - JOMARY VIEIRA, SECRETARY