

34067

DATE: May 17, 2013

TO: Board of Acquisition and Contract

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

RE: Authority to enter into agreements with the five (5) entities listed in the attached Schedule "A to provide Livable Community Regional Host services under Title III-B of the Older Americans Act; for a total aggregate amount not-to-exceed \$160,000.00 in Federal funds, for the program period January 1, 2013 through December 31, 2013

The County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into agreements (the "Agreements") with the five (5) entities (the "Contractors") listed in the attached Schedule A to provide Livable Community Regional Hosts services (the "Program") under Title III-B of the Older Americans Act for a total aggregate amount not-to-exceed \$160,000 in Federal funds; to be paid pursuant to an approved budget in the individual amounts also set forth in the attached Schedule A, for the program period January 1, 2013 through December 31, 2013.

The County at its sole option may renew the Agreements with the Contractors for up to five (5) additional one-year periods, subject to the prior approval of the Westchester County Board of Legislators (the "BOL") and your Honorable Board. As two of the five total proposed Agreements are with municipalities, the BOL authorized the County to enter such Agreements by BOL ACT36- 2012, adopted on April 16, 2012. However, the authorization is due to expire on December 31, 2013, and a new authorization will be required for the County to exercise any of the afore-mentioned renewal periods with the municipalities. Therefore, the option to renew the Agreements with the municipalities will be contingent upon a subsequent approved Board Act as well as the approval of your Honorable Board.

The Agreements will serve a public purpose by providing County seniors with supportive services to help them maintain their presence in the community and avoid premature institutionalization.

The goals and objectives of the proposed Agreements shall be to offer opportunities to County seniors to engage in activities and projects that will reduce their isolation, increase their social and civic engagement and promote advocacy on their behalf.

The goals and objectives of the Agreements are in the County's best interests regarding fiscal responsibility as the services to be provided thereto will help delay premature institutionalization of County seniors, thereby saving County expenditures for the cost of same.

The goals and objectives shall be tracked and monitored through monthly reporting activities submitted by the Contractors and by the Department through onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

Although the proposed Agreements are exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof, it is subject to the Federal Common Grant Rules. As such, on February 21, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 15, 2013 to solicit proposals from qualified agencies to provide the Program services. A total of six (6) proposals were received in response to the RFP with five (5) proposals received from the Contractors listed on the attached Schedule A and one (1) from Boxwood Alliance.

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 the provision of services to be rendered, and proposed unit cost. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, the five (5) proposals were selected because they best met the required specifications and maximize services in accordance with the budgeted amount. However, Boxwood Alliance's proposal was not selected as it did not best meet all the required specifications outlined in the RFP.

It should be noted that in addition to meeting the RFP criteria as mentioned above, these Contractors have successfully implemented the program through prior agreements with the County.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ/

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 (the "County") is hereby authorized to enter into agreements (the "Agreements") with the five (5) entities (the "Contractors") listed in the attached Schedule A to provide Livable Community Regional Hosts services (the "Program") under Title III-B of the Older Americans Act for a total aggregate amount not-to-exceed \$160,000 in Federal funds, to be paid pursuant to an approved budget in the individual amounts also set forth in the attached Schedule A, 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 agreements with the Contractors for up to five (5) additional one-year periods, subject to the prior approval of the Westchester County Board of Legislators and the Westchester County Board of Acquisition & Contract; 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 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 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 herein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors shall have the right to terminate the 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	686N	4380	T686	\$160,000.00
Budget Funding Year(s) (must match resolution)	2013		Start Date	1/1/13	End Date	12/31/13
Funding Source	Tax Dollars		\$ 0			
\$160,000.00	State Aid		\$ 0			
	Federal Aid		\$160,000.00			
(must match resolution)	Other					

APPROVED BOARD OF ACQUISITION & CONTRACTS 06/13/2013 - JOMARY VERA, SECRETARY

SCHEDULE A

<u>CONTRACT PARTY</u>	<u>NOT-TO-EXCEED FEDERAL FUNDS</u>	<u>NOT-TO-EXCEED COUNTY FUNDS</u>	<u>TOTAL</u>
City of New Rochelle	\$20,000.00	\$0.00	\$20,000.00
City of Yonkers	\$20,000.00	\$0.00	\$20,000.00
Elderserve Licensed Home Care Services Agency, Inc.	\$20,000.00	\$0.00	\$20,000.00
Family Services of Westchester, Inc.	\$80,000.00	\$0.00	\$80,000.00
Westchester Jewish Community Services, Inc.	<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$20,000.00</u>
TOTAL:	\$160,000.00	\$0.00	\$160,000.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/13/2013 - SOMARY VEIRA, SECRETARY