

34441

DATE: June 7, 2013

TO: Board of Acquisition & Contract

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

RE: Request for authority to enter into Inter-Municipal Agreements ("IMAs") with the Town of Eastchester and the City of Yonkers in a total aggregate amount not to exceed \$85,435 for the provision of case management services for the elderly in accordance with the Community Services for the Elderly Act for the program period April 1, 2013 through March 31, 2014

The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into IMAs with the Town of Eastchester and the City of Yonkers (the "Municipalities"), in a total aggregate amount not to exceed \$85,435, in the individual amounts set forth below, pursuant to which the Municipalities will provide case management services for the elderly in accordance with the Community Services for the Elderly Act ("CSE") Program (the "Program"), for the period beginning April 1, 2013 through March 31, 2014. In addition, the Municipalities will contribute a total aggregate amount of \$36,615 in matching funds to the Program, as set forth below. The County, at its sole discretion, may renew each IMA for up to five (5) additional one-year terms, subject to the prior approval of your Honorable Board.

Pursuant to Act No. 32-2012 The Westchester County Board of Legislators (the "BOL") authorized the County to enter into IMAs with local municipalities for the provision of CSE services. The existing authorization is due to expire on March 31, 2014 and a new authorization will be needed to enter into new IMAs. Therefore, it should be noted that IMA renewals with the Municipalities will be contingent upon BOL authorization.

The proposed IMAs will serve a public purpose in that the Municipalities shall provide supportive services to help needy seniors remain in their homes and communities, thus delaying institutionalization and thereby saving on Medicaid costs to the County, State and Federal governments.

The goals and objectives of the IMAs are to provide families and seniors throughout Westchester County with elderly care-management services.

The goals and objectives of the IMAs are in the County's best interests in terms of fiscal responsibility and public health and safety, as these services promote enabling seniors to remain safely in their homes and communities and to maintain a cost-effective lifestyle. The CSE programs aim to reduce or delay 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 goals and objectives of the IMAs will be tracked, monitored and evaluated through monthly reporting activities and annual Municipality 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 monitors and evaluates if the Department is meeting its requirements to conduct Municipality oversights on an annual basis. Additionally, the Municipalities monitor client satisfaction through the use of surveys and in-case management services, whereby the client shall receive a bimonthly call inquiring as to satisfaction with the services.

The Case Management service is a comprehensive process that assists older persons with diminished functional capacity to gain access to appropriate services, benefits and entitlements. During the previous fiscal year, 634 seniors received approximately 4,883 hours of case management services.

Although the above-referenced IMAs are exempt from the Westchester County Procurement Policy pursuant to Sections 3(a)(iii) and 3(a)(xix) thereof, they are still subject to the Federal Common Grant Rules. As such, on March 07, 2013, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The Proposal due date was March 28, 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 on February 7, 2013, the New York Times in the New York Metro Full Tri State edition on February 14, 2013 and the March 2013 issue of the Non Profit Press. The RFP was also posted on the County's website and a press release announcing the 2013 RFPs was sent to the media on February 28, 2013. In addition, the Department announced the various services for which it would be issuing RFPs for 2013 at a 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 current contract providers as well as to several agencies listed in the Minority and Women Owned Business database as providing case management services. Despite these efforts, only three proposals were received in response to the RFP. These proposals were submitted by the Town of Eastchester, City of Yonkers and Westchester Independent Living Center, Inc.

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 proposals from Town of Eastchester and City of Yonkers were selected because they best met the required specifications and maximize services in accordance with the budgeted amount. Additionally, both Municipalities 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, 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 Inter-Municipal Agreements (the "IMAs") with the Town of Eastchester and the City of Yonkers (the "Municipalities"), in a total aggregate amount not to exceed \$85,435, in the individual amounts set forth below, to provide case management services in accordance with the Community Services for the Elderly Act program, for the program period beginning April 1, 2013 through March 31, 2014; and be it further

RESOLVED, that in addition, the Municipalities shall contribute a total aggregate of \$36,615 in matching funds, in the individual amounts set forth below; and be it further

RESOLVED, that the County, at its sole discretion, may renew each IMA for up to five (5) additional one-year terms, subject to the prior approval of your Honorable Board. It should also be noted that these IMA renewals are also contingent upon approval by the Westchester County Board of Legislators; and be it further

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

RESOLVED, that the IMAs 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 the IMAs. 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 IMAs, or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipalities, then the Municipalities shall have the right to terminate their respective IMAs 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.

