

**34679**

**DATE:** June 25, 2013  
**TO:** Board of Acquisition & Contract  
**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services  
**RE:** Authorization to:

Enter into an Agreement with the New York State Executive Department Office for the Aging ("NYSEDOA") to accept a Title III-D Program grant in an amount not-to-exceed \$58,445 to implement breast cancer screening and counseling programs, evidenced-based health and wellness programs for seniors for the period commencing January 1, 2013 and terminating December 31, 2013;

Enter into Agreements with Elderserve Licensed Home Care Agency Services, Inc., Family Service Society of Yonkers and the YWCA White Plains & Central Westchester Encore Plus Program (the "Contractors") to administer, breast cancer screening and counseling programs, evidenced-based health and wellness programs for a total aggregate amount not-to-exceed \$50,717, in the individual amounts set forth in Schedule "A, for the program period January 1, 2013 through December 31, 2013.

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Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an Agreement with the New York State Executive Department Office for the Aging ("NYSEDOA") to accept a Title III-D Program grant in an amount not-to-exceed \$58,445 to implement breast cancer screening and counseling programs and evidenced based health and wellness programs for the period commencing January 1, 2013 and terminating December 31, 2013.

Authority is also sought for the County, acting by and through the Department, to enter into agreements (the "Agreements") with Elderserve Licensed Home Care Agency Services, Inc., Family Service Society of Yonkers and the YWCA White Plains & Central Westchester Encore Plus Program (the "Contractors") for the purpose of administering breast cancer screening and counseling programs and evidenced-based health and wellness programs (the "Programs") in the individual amounts set forth in Schedule "A," for an aggregate amount not-to-exceed \$45,645 in Federal funds, with \$5,072 in Contractor aggregate matching funds, to be paid pursuant to an approved budget for the period commencing January 1, 2013 and terminating December 31, 2013, with the County having the sole option to renew the Agreements for up to five (5) additional one-year periods, on the same terms and conditions as the initial Agreements, subject to the availability of funds and acceptable past performance and also subject to the further approval of the Westchester County Board of Legislators and your Honorable Board. The remaining \$12,800 in Federal funds will be used to enter into an Interdepartmental Cooperative Memorandum with the Westchester Community College, which is a County agency and as such does not require the approval of your Honorable Board.

These Agreements will serve a public purpose by providing Westchester County seniors with services and activities that will foster good health, increase awareness and understanding of healthy lifestyles and promote physical and mental health. These services may include: evidenced-based exercise classes, fitness programs, promotion of early detection of various health problems through health screenings or testing, and the administration of influenza and other vaccines.

The goals and objectives of the Programs are to promote the development of wellness and preventive health activities that will promote good health in seniors by increasing their awareness and understanding of healthy lifestyles.

The goals and objectives are in the best interest of Westchester County in terms of assisting in the promotion of public health, as the aim of these services is to reduce or delay hospitalizations or 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 Programs will be tracked and monitored through monthly reporting activities and onsite reviews to determine if the performance goals and objectives of the Agreements are being met in a fiscally responsible and appropriate fashion.

The grant agreement with NYSEDCA does not constitute procurement and as such the provisions of the Westchester County Procurement Policy and Procedures do not apply. Although the Agreements with the Contractors are exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof, they are subject to the Federal Common Grant Rules. As such, on February 15, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 8, 2013 to solicit proposals from qualified agencies to provide the Program services. 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 a public meeting held on September 21, 2012. Prior to the meeting date, the Department also placed a notice in the Journal News on August 26, 2012 to announce the public meeting. A copy of the RFP was sent to agencies that are listed as providing the types of services referenced in the RFP.

Five proposals were received in response to the RFP. These proposals were submitted by the contractors listed on the IIID Request for Proposals (RFPs) Agency Response Sheet, also forming a part of Schedule "A". 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, and program design. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, the Contractors listed in Schedule "A" were selected because they best met the required specifications and would maximize services in accordance with the budgeted amount. Additionally, these Contractors have performed well in prior agreements with the Department.

I certify that my Department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Accordingly, approval of the attached resolution is most respectfully recommended.

## 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 an agreement with the New York State Executive Department Office for the Aging to accept a Title III-D Program grant in an amount not-to-exceed \$58,445, to implement breast cancer screening and counseling programs and evidenced-based health and wellness programs for the period January 1, 2013 through December 31, 2013; and be it further

RESOLVED, that the County is hereby authorized to enter into agreements (the "Agreements") with Elderserve Licensed Home Care Agency Services, Inc., Family Service Society of Yonkers and the YWCA White Plains & Central Westchester Encore Plus Program (the "Contractors") in the individual amounts set forth in Schedule "A", to implement breast cancer screening and counseling programs and evidenced-based health and wellness programs for an aggregate amount not-to-exceed \$45,645 in Federal funds, with \$5,072 in Contractor aggregate matching funds, to be paid pursuant to an approved budget for the period commencing January 1, 2013 and terminating December 31, 2013, subject to the further approval of your Honorable Board; 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, on the same terms and conditions as the initial Agreements, subject to the availability of funds and acceptable past performance and also subject to the further approval of the Westchester County Board of Legislators and your Honorable Board; and be it further;

RESOLVED, that the Agreements with the Contractors are subject to County Appropriations; and be it further

RESOLVED, that the Agreements with the Contractors 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 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 with the Contractors, 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 their respective 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 credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	943N	9853	T-943	\$58,445
charged	263	85	943N	4380	T-943	\$45,645
charged	N/A	N/A	N/A	N/A	N/A	\$5,072

Budget Funding Years 2013  
(must match resolution)

Start Date 1/1/13

End Date 12/31/13

Funding Source

Tax Dollars \$0

\$58,445

State Aid \$0

(must match resolution)

Federal Aid \$58,445

Other \$5,072

APPROVED BOARD OF ACQUISITION & CONTRACTS 07/18/2013 - JOHANNY WEIRA, SECRETARY

**SCHEDULE "A"**

<u>AGENCY</u>	<u>NOT TO EXCEED FEDERAL FUNDS</u>	<u>CONTRACTOR MATCH</u>	<u>COUNTY MATCH</u>	<u>GROSS</u>
Elderserve Licensed Home Care Agency Services, Inc.	\$11,301	\$1,256	\$0	\$12,557
Family Service Society of Yonkers	\$5,476	\$608	\$0	\$6,084
YWCA Encore Program	<u>\$28,868</u>	<u>\$3,208</u>	<u>\$0</u>	<u>\$32,076</u>
<b>TOTALS</b>	<b>\$45,645.00</b>	<b>\$5,072.00</b>	<b>\$0.00</b>	<b>\$50,717.00</b>

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/18/2013 - JOHANNY VIEIRA, SECRETARY

IIID Request for Proposals (RFPs) Agency Response Sheet

Health Promotion and Disease Prevention Programs  
Program Year 2013

RFP issue date: February 15, 2013

RFP response due date: March 8, 2013

Agency		Selected Yes or No
1	Elderserve Licensed Home Care Agency Services, Inc.	Yes
2	Family Service Society of Yonkers (FSSY)	Yes
3	Lighthouse International	No
4	Westchester Independent Living Center	No
5	YWCA White Plains & Central Westchester Encore Plus Program	Yes

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/18/2013 - PRIMARY VIEW SECRETARY