

**34898**

DATE: July 9, 2013

TO: Board of Acquisition and Contract

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

RE: Authority to enter into an Agreement with Elderserve Licensed Homecare Services Agency, Inc. to provide Family Caregiver Project Lifesaver Services under Title IIIB of the Older Americans Act for a total aggregate amount not to exceed \$49,820.00 for the period January 1, 2013 through December 31, 2013

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The County of Westchester, acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Elderserve Licensed Homecare Services Agency, Inc. ("Elderserve") for the purpose of providing Family Caregiver Project Lifesaver Services (the "Program") under Title IIIB of the Older Americans Act, for an amount not to exceed \$49,820.00, comprised of \$44,838.00 in Federal funds to be paid pursuant to an approved budget, and \$4,982.00 in contractor matching funds, for the period January 1, 2013 through December 31, 2013. The County, at its the sole option, may renew the Agreement for up to five (5) additional one (1) year periods, on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, a determination by the Department that an extension is in the County's best interest, and the prior approval of your Honorable Board.

The Project Lifesaver Program is an innovative rapid-response program aiding victims and families suffering from Alzheimer's Disease and other related disorders such as Down Syndrome and Autism. Pursuant to the terms of the Agreement, the Contractor will provide Project Lifesaver equipment and monthly maintenance services to elderly Westchester County seniors 60 years and older (the "Clients"). The equipment provided to Clients will be in the form of electronic personalized wristbands that emit a tracking signal. These devices will serve to locate and rescue missing Clients and will require monthly maintenance, including battery changes. Without proper maintenance, the wristbands are inoperable. Therefore, it will be necessary to work closely with caregivers so that scheduled battery changes are performed in a timely manner. The Contractor will be well-versed in the equipment requirements and develop convenient procedures for caregivers.

The Agreement will serve a public purpose because it will facilitate finding the location of missing Clients and rescuing them, thereby allowing them to be reunited with their families and loved ones.

The goals and objectives are to locate and rescue missing persons, and aid the victims and families of people suffering from Alzheimer's disease and related disorders.

The goals and objectives of the Program are in the best interests of the County in terms of fiscal responsibility because the Program has established partnerships with local law enforcement agencies to help save money and time for taxpayers. Project Lifesaver is a program that reduces the time to locate Alzheimer's victims and other persons suffering from dementia who may walk away from their places of residence, by utilizing state-of-the-art technologies in conjunction with law enforcement, who supplement and integrate with existing public safety operations an emergency service response for lost and wandering victims.

Although this Agreement is 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 March 1, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 21, 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 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 of the RFP to potential proposers from the IIIIE, EISEP; IIIB NAPIS; IIIB Transportation and SADS distribution lists. Despite these efforts, only one (1) proposal was received in response to the RFP. This proposal was submitted by Elderserve.

Elderserve's 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. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, it was determined that Elderserve's proposal met the required specifications and maximizes services in accordance with the budgeted amount.

I believe it would be in the best interests of the County for your Honorable Board to award the contract to Elderserve because, in addition to the reasons stated above, Elderserve has performed well in providing the aforementioned services through prior agreements.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

Att.

## 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") be and is hereby authorized to enter into an Agreement with Elderserve Licensed Homecare Services Agency, Inc. (the "Contractor") to provide Family Caregiver Project Lifesaver Services under Title IIIB of the Older Americans Act for an amount not-to-exceed \$49,820.00, comprised of \$44,838.00 in Federal funds pursuant to an approved budget, and \$4,982.00 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 (1) year periods on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, a determination by the Department that an extension is in the County's best interest and the prior approval of your Honorable 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 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 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 charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686N	4380	T686	\$44,838.00
	N/A	N/A	N/A	N/A	N/A	\$4,982.00
Budget Funding Year(s) (must match resolution)	2013		Start Date	1/1/13	End Date	12/31/13
Funding Source	Tax		\$			
	State		\$			
\$49,820.00 (must match resolution)	Federal		\$44,838.00			
	Other		\$4,982.00			

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/08/2013 - JOMARY VIERA, SECRETARY