

**34899**

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 the Alzheimer's Disease and Related Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter to provide Family Caregiver Support Services under Title III-E of the Older Americans Act for a total aggregate amount not to exceed \$18,500.00 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 Agreement (the "Agreement") with the Alzheimer's Disease and Related Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") to provide Family Caregiver Support Services under Title III-E of the Older Americans Act (the "Program") for a total aggregate amount not to exceed \$18,500.00, comprised of \$16,650.00 in Federal funds to be paid pursuant to an agreed unit-cost amount for actual services rendered and data-entered in the Social Assistance Management System ("SAMS") up to the not-to-exceed amount, and \$1,850.00 in Contractor matching funds, for the program period January 1, 2013 through December 31, 2013. 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, and the prior approval your Honorable Board.

Pursuant to the terms of the Agreement, the Contractor will provide Caregiver Assistance for the Alzheimer's Program, which includes assistance, information, support groups, counseling sessions and training sessions.

The Agreement with the Contractor will serve a public purpose by educating and linking caregivers to vital services necessary to ease their caregiver burden and thereby enabling them to better support their care receivers.

The goals and objectives of the Program are to support informal caregivers so they may continue to carry out their care giving roles and responsibilities.

The goals and objectives of the Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home, thus preventing costly institutionalization.

The goals and objectives of the Program will be tracked and monitored on an on going basis through monthly reports and site visits by Department staff.

Although the 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 February 25, 2013, the Department issued a Request for Proposals (“RFP”) with a due date of June 7, 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 in 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 Journal News newspaper on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices and reached out directly to contractors that previously provided the Program services as well as to potential proposers. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by the Contractor.

The proposal was evaluated using 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, the Contractor was selected because its proposal met the required specifications and maximizes services in accordance with the budgeted amount. It should also be noted that in addition to meeting the RFP criteria as mentioned above, the Contractor has successfully implemented the program through prior Agreements with the County

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

## 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 the Alzheimer's Disease and Related Disorders Association, Inc. , Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") to provide Family Caregiver Support Services under Title III-E of the Older Americans Act (the "Program") for a total aggregate amount not to exceed \$18,500.00 comprised of \$16,650.00 in Federal funds to be paid pursuant to an agreed unit-cost amount for actual services rendered and data-entered in the Social Assistance Management System ("SAMS") up to the not to exceed amount, and \$1,850.00 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 discretion, may renew the Agreement for up to five (5) additional one-year terms on the same terms and conditions as the initial term, subject to the availability of funds, acceptable past performance, and the prior approval of your Honorable Board; and be it further

**RESOLVED,** that the Agreement is subject to County appropriations; and be it further

**RESOLVED,** that the Agreement 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 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	Object/ Sub Object	Trust Account	Dollars
	263	85	448N	4380	T448	\$16,650.00
N/A	N/A	N/A	N/A	N/A	\$ 1,850.00	

  

Budget Funding Year(s) (must match resolution)	<u>2013</u>	Start Date	<u>1/1/13</u>	End Date	<u>12/31/13</u>
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Funding Source	Tax Dollars	<u>\$</u>
	State Aid	<u>\$0</u>
<u>\$18,500</u>	Federal Aid	<u>\$16,650.00</u>
(must match resolution)	Other	<u>\$1,850.00</u>

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

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