

**35107**

**DATE:** July 18, 2013

**TO:** Board of Acquisition & Contract

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

**RE:** Authority to enter into an agreement with Westchester Jewish Community Services to provide Case Management Services for Home-Delivered Meals Assessments under Title IIIIC-2 of the Older Americans Act for an amount not to exceed \$75,000.00 for the program period January 1, 2013 through December 31, 2013

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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 an agreement (the "Agreement") with Westchester Jewish Community Services (the "Contractor") to provide Case Management Services for Home-Delivered Meals Assessments (the "Program") under Title IIIIC-2 of the Older Americans Act for an amount not to exceed \$75,000.00, to be paid pursuant to an approved budget, for the period commencing January 1, 2013 through December 31, 2013, with the County having the sole option to renew the Agreement for up to five (5) additional one (1) year periods subject to the prior approval of your Honorable Board.

The Agreement with the Contractor will serve a public purpose because at risk seniors will be evaluated to ensure the continuity of supportive services tailored to their specific needs; thereby, allowing them to remain in their homes and communities, thus delaying institutionalization.

The goals and objectives are to conduct comprehensive initial home visit assessments and reassessments for at risk homebound elderly Westchester County residents to determine their needs and to satisfy their basic need for food, nutrition and socialization. Reassessments will be conducted at least annually or more often on an as needed basis. The home delivered meals program specifically aims to maintain or improve the well being of those seniors who are at increased nutritional risk.

The goals and objectives of the Agreement are in the County's best interests in terms of fiscal responsibility as they will enable seniors to remain in their homes and communities, to maintain a cost-effective lifestyle, and 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 will be tracked, monitored and evaluated by the Department to ensure compliance with Federal, State and County Regulations. Monthly on-site monitoring will be completed by the Department and annually by the New York State Office for the Aging ("NYSOFA").

The Agreement with the Contractor is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof. However, it is subject to the Federal Common Grant Rules. As such, on March 01, 2013, the Department issued a Request for Proposals ("RFP") with a due date of March 22, 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 Journal News newspaper on August 26, 2012 to announce the public meeting. Additionally, the Department e-mailed notices to potential proposers. Only one (1) proposal was received in response to the RFP. This proposal was submitted by the Contractor.

The 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, and program design. Following a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, the Contractor (although submitting the only proposal) was nevertheless selected because its proposal met the required specifications and maximizes services in accordance with the budgeted amount.

We believe it would be in the best interests of the County for your Honorable Board to award this contract to the Contractor.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MC/SJ

## RESOLUTION

Upon communication from the Commissioner of the Westchester County Department of Senior Programs and Services:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (the "Agreement") with Westchester Jewish Community Services (the "Contractor") to provide Case Management Services for Home-Delivered Meals Assessments under Titles IIIC-2 of the Older Americans Act for an amount not to exceed \$75,000.00, to be paid pursuant to an approved budget, for the period commencing 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 subject to 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 is 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 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 such State Budget on County finances. After such analysis, the County shall retain the right to either terminate these Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the 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.

Original Agreement: \$75,000.00

Account to be:	Fund	Dept	Major Program Program & Phase , Unit	Object/Sub Object	Trust Account	Dollars
Charged	263	85	942N	4380	T 942	\$75,000.00

Budget Funding Year(s): 2013

Start Date 1/1/13

End Date 12/31/13

(must match resolution)

Funding Source

Tax Dollars	\$0
State Aid	\$0
Federal Aid	\$75,000.00
Other	\$0

\$75,000.00

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/15/2013 - JOMAR VIEIRA, SECRETARY