

39581

DATE: April 8, 2014

TO: Honorable Members of the Board of Acquisition and Contract

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

RE: Authority to amend an agreement with DOROT, Inc. for the provision of In-Home Contact/Support services to persons 60 years or older residing in Westchester County, in order to:

- 1) exercise the County's first renewal option and thereby extend the term of the agreement for one additional year for an amount not-to-exceed \$53,908; and
- 2) add certain provisions required by the New York State Office for the Aging ("NYSOFA") concerning equal access to services, non-discrimination and concentration of services on target populations

By resolution approved on August 1, 2013, your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Senior Programs & Services (the "Department") to enter into an agreement with DOROT, Inc. ("DOROT"), pursuant to which DOROT was to provide In-Home Contact/Support services to persons 60 years or older, residing in Westchester County ("the Program") for a total aggregate amount not-to-exceed \$59,897, comprised of \$53,907 in Federal funds to be paid at the agreed unit cost amount, and \$5,990 in contractor matching funds, for the program period 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-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 of your Honorable Board (the "Agreement"). The Agreement was subsequently executed.

The County now seeks authority to amend the Agreement with DOROT in order to exercise the first of its five renewal options thereunder for a term commencing January 1, 2014 and continuing through December 31, 2014 for a total aggregate amount not-to-exceed \$53,908, comprised of \$48,516 in Federal funds to be paid at the approved unit cost amount, and \$5,392 in Contractor matching funds (the "Amendment").

Since this contract is paid for with funds subject to the Federal Common Grant Rules, 45 CFR 92.36 (f) requires grantees to perform a price or cost analysis in order to test the market before such an option may be exercised. In an effort to comply with this requirement, my office

reached out to five (5) different agencies (SAGE, The Dale Association, The Loft, FECS, and JASA), as well as to Westchester Community College (“WCC”) to solicit price quotations for each of the three (3) Program components: Telephone Reassurance; Friendly Visiting; and University without Walls (“UWW”). Attached hereto is a chart comparing the cost of services between DOROT and the other agencies contacted.

Analysis:

The services provided under In-Home Contact/Support are intended to serve area seniors or disabled adults who are over 60 years old, homebound, isolated, living alone or in need of contact to prevent loneliness and isolationism and ensure personal safety.

Telephone Reassurance- The cost of this program among those agencies contacted varied between no identified costs to \$28 per hour of staff time. SAGE pays for staff hours through other programming as this program is volunteer based and not directly funded but notable and very valuable to their community.

Friendly Visiting- The Department had mixed results with this program. Apparently these programs are not funded and piggyback on the costs associated with other programs. For example, all of these programs are based upon volunteer hours. Staff hours are not factored into the budgeted cost for the service at SAGE. At FECS there is no clear indication of program cost and JASA’s program is currently on hold due to funding cuts and the current director was unable to share any financial information about the cost of their past programs. Our understanding, based upon the information presented, is that the major cost associated with this program is staff time. The programs that don’t associate a funding amount with this program explain that staff time is paid via auxiliary programs that have not been documented. Another point of interest here is that both JASA and FECS volunteer program directors were unable to locate any direct program funding information and were unaware of whether or not their programs are a part of the public record which was searched for but not found.

University without Walls- WCC presents two programs geared toward the senior community, but not specifically the 60 and over homebound senior. Seniors are free to participate in either program however; COLLEGIUM is only available on the WCC campus. Mainstream has a program funded by the County that is delivered in senior centers, nutrition sites or senior housing sites. These programs are free of charge to participants 60 and over who want to participate. Both of these programs share the common objectives of preventing isolationism and stimulating cognition, however they are more ideal for the able-bodied elderly, or those who are able to attend a regular college class on campus or senior site.

Recommendation:

The importance and impact of these volunteer based programs provided under In-Home Contact/Support is unprecedented considering the depth of the relationships that form between volunteers and program participants. As per several program directors, volunteers have pointed out the invaluable connections made with the seniors they were matched with who in turn enhanced their lives as well. DOROT, the current subcontractor, utilizes a teleconference classroom to teach and engage seniors who are unable to leave their homes easily and allows participants to stay

engaged in thought provoking and stimulating discussions. These programs, as presented by DOROT, are ideal for the homebound senior.

Based upon the foregoing analysis, the Department believes that DOROT should continue to serve our homebound elderly community in Westchester. At a mere \$17 per unit cost, DOROT offers the best value for their Telephone Reassurance Program and Friendly Visiting program. The UWW program they provide is very unique in its program delivery as we were unable to locate any other educational program that serves this homebound elderly community in the same capacity. Accordingly, I have determined that exercising the renewal option is the most economically prudent way to procure the services.

Authority is also requested to amend the Agreement with DOROT to add certain provisions required by NYSOFA concerning equal access to services, non-discrimination and concentration of services on target populations. By way of background, on July 17, 2012 NYSOFA issued its revised Equal Access and Targeting Policy (12-PI-08) clarifying the responsibilities of New York State's Aging Network Providers under federal and state laws regarding equal access to services and nondiscrimination in serving all cohorts of New York's older adults and caregivers. The program instruction also addressed the federal and state requirements for targeting activities to reach those unserved and underserved groups that are in greatest social and/or economic need. The Area Agencies on Aging ("AAAs") were instructed that they are responsible for requiring all aging service providers under their respective planning and service area to comply with requirements for equal access (including language accessibility), nondiscrimination and concentration of services on target populations as required in the Older Americans Act (OAA), NYS regulations, other relevant laws, and NYSOFA policies. The AAAs were further instructed to include these requirements in each agreement made with such providers (OAA §306[a][4][A]) and to specify how the provider intends to meet specific objectives for satisfying the service needs of, and providing services to, low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas (OAA §306[a][4][A]). Accordingly, these requirements will be added to the Amendment in the form of an appendix.

Except as specifically provided hereunder, all remaining terms and conditions of the Agreement shall remain in full force and effect.

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

MC/MJ/jpg

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 amend an agreement with DOROT, Inc. (“DOROT”), pursuant to which DOROT was to provide In-Home Contact/Support services to persons 60 years or older, residing in Westchester County (“the Program”) for a total aggregate amount not-to-exceed \$59,897, comprised of \$53,907 in Federal funds to be paid at the agreed unit cost amount, and \$5,990 in contractor matching funds, for the program period 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-year periods, on the same terms and conditions as the initial term (the “Agreement”), by exercising the first of its five renewal options thereunder for a term commencing January 1, 2014 and continuing through December 31, 2014 for an amount not-to-exceed \$53,908, comprised of \$48,516 in Federal funds to be paid at the agreed unit cost amount, and \$5,392 in contractor matching funds; and be it further

RESOLVED, that the County is hereby further authorized to amend the Agreement with DOROT to add certain provisions required by the New York State Office for the Aging (“NYSOFA”) concerning equal access to services, non-discrimination and concentration of services on target populations; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain the same; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Charged	263	85	686P	4380	T686	\$48,516
	N/A	N/A	N/A	N/A	N/A	\$5,392

Budget Funding Year(s) 2014 Start Date 1/1/14 End Date 12/31/14
(must match resolution)

Funding Source	Tax Dollars	_____
<u>\$ 53,908</u>	State Aid	_____
(must match resolution)	Federal Aid	<u>\$48,516</u>
	Other	<u>\$5,392</u>

Contract Pricing:

Unit rate for current vendor's services

WCDSPS Unit Cost Reimbursement: Current subcontractor							
Company	Telephone Reassurance	Friendly Visiting	University without Walls				
DOROT	\$17.00	\$17.00	\$17.00				

Recently-Solicited Pricing:

Rate for solicited services

Solicited cost per service							
Company	Telephone Reassurance	Friendly Visiting	University without Walls				
SAGE (NYC)	Volunteer based/ no funding	Volunteer based/ no funding					
The Dale Association	\$28.00						
The LOFT	\$27.00						
FEGS	Director unaware of program cost	Director unaware of program cost					
JASA	Director unaware of program cost	Program on hold/ no funding					
COLLEGIUM (WCC)			Wed = \$46.00 Fri = \$34.00 Both = \$33.00 Per class 6 /12				
Mainstream (WCC)			\$11 per hour				
Mainstream (WCC)- CSE			\$ 18.75 per 2 hr. class				