

44987

DATE: January 26, 2015

TO: Honorable Members of the Board of Acquisition and Contract

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

RE: Request for authority to:

- 1) Enter into an agreement with the New York State Office for the Aging (“NYSOFA”) to accept a grant in the amount of \$312,989 for the purpose of administering and implementing the Senior Community Service Employment Program (“SCSEP”) under Title V of the Older Americans Act for the program period July 1, 2015 through June 30, 2016; and
- 2) Amend an agreement with the Urban League of Westchester County, Inc. for the provision of administration services in connection with the SCSEP, in order to exercise the County’s second renewal option and thereby extend the term of the agreement for one additional year for the program period July 1, 2015 through June 30, 2016, for an amount not-to-exceed \$298,182 in Federal funds.

The County of Westchester (the “County”), acting by and through its Department of Senior Programs & Services (the “Department”) seeks authority from your Honorable Board to enter into an agreement with the NYSOFA to accept a grant in the amount of \$312,989 for the purpose of administering and implementing the SCSEP under Title V of the Older Americans Act for the program period July 1, 2015 through June 30, 2016.

Additionally, by resolution approved on August 15, 2013 (the “August 15th Resolution”), your Honorable Board authorized the County of Westchester (the “County”), acting by and through the Department of Senior Programs & Services (the “Department”) to, *inter alia*, enter into an agreement with the Urban League of Westchester County, Inc. (the “Urban League”), pursuant to which the Urban League was to provide administration services in connection with the SCSEP program for an amount not-to-exceed \$298,182 to be paid pursuant to an approved budget for the program period July 1, 2013 through June 30, 2014, with the Urban League contributing \$33,802 in contractor matching funds (the “Agreement”). The August 15th Resolution further provided that the County, at its sole option, could 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.

By resolution approved on August 21, 2014 (the "August 21st Resolution"), your Honorable Board authorized the County to amend its Agreement with the Urban League in order to exercise the first of its five renewal options thereunder for a term commencing July 1, 2014 and continuing through June 30, 2015 for an amount not-to-exceed \$298,182 to be paid pursuant to an approved budget, with the Urban League contributing \$33,802 in Contractor matching funds. The Agreement was subsequently executed.

The County now seeks authority to amend the Agreement with the Urban League in order to exercise the second of its five renewal options thereunder for a term commencing July 1, 2015 and continuing through June 30, 2016 for an amount not-to-exceed \$298,182 to be paid pursuant to an approved budget, with the Urban League contributing \$33,802 in Contractor matching funds.

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, on January 29, 2015, my office sent an electronic mailing to Goodwill Industries Workforce Development and to several other agencies listed on the County's Minority and Women Owned Business database that provide employment services: Alternate Staffing, Inc.; CAL and Associates; Elite HR Group. Despite these efforts, there were no responses.

Analysis/Determination:

The SCSEP program provides community service work based training and counseling opportunities for low income persons age 55 and older who have multiple barriers to employment. The community service experience serves as a bridge to other employment opportunities that are not supported with government funds.

Taking into consideration the fact that the current vendor was the only proposer to respond to the 2013 RFP, coupled with the fact that no other vendors expressed an interest in the most recent solicitation, and the fact that the Urban League has performed admirably in providing SCSEP administration services through prior agreements, the Department believes that it would be most prudent to exercise the County's option under the current Agreement with the Urban League for these services.

It should be noted that the Agreement with NYOSFA to accept the grant funds does not constitute a procurement and as such is not subject to the requirements of the Westchester County Procurement Policy.

The remaining \$14,807 in federal funds will be retained by the Department for program area agency administration.

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.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/19/2015 - JONARY VIERA, SECRETARY

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 is hereby authorized to enter into an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$312,989 for the purpose of administering and implementing the Senior Community Service Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2015 through June 30, 2016; and be it further

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend an agreement with the Urban League of Westchester County, Inc. (the "Urban League"), pursuant to which the Urban League was to provide administration services in connection with the Senior Community Service Employment Program for an amount not-to-exceed \$298,182 to be paid pursuant to an approved budget for the program period July 1, 2013 through June 30, 2014, 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 second of its five renewal options thereunder for a term commencing on July 1, 2015 and continuing through June 30, 2016 for an amount not-to-exceed \$298,182 to be paid pursuant to an approved budget, with the Urban League contributing \$33,802 in Contractor matching funds to the program; 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 |
|--------------------------------|------|------|--|--------------------|---------------|-----------|
| Credited | 263 | 85 | 054Q | 9854 | T054 | \$312,989 |
| Charged | 263 | 85 | 054Q | 4380 | T054 | \$298,182 |
| Charged | 263 | 85 | 054Q | various | T054 | \$ 14,807 |

Budget Funding Year(s) 2015-2016 Start Date 7/1/15 End Date 6/30/16
 (must match resolution)

Funding Source Tax Dollars: \$0 _____

State Aid: \$0 _____

\$312,989 Federal Aid : \$312,989 _____

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACTS - 03/19/2015 PRIMARY WEPRA, SECRETARY