

51230

DATE: February 24, 2016

TO: Board of Acquisition & Contract

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

RE: Request for authority to enter into an Agreement with Family Services of Westchester, Inc. to provide Cluster Homemaker/Personal Care services for the elderly under Title III-B of the Older Americans Act, for a total aggregate amount not-to-exceed \$45,664 for the period from January 1, 2016 through December 31, 2016.

The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), seeks the authority of your Honorable Board to enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("the Contractor") for the purpose of providing Cluster Homemaker/Personal Care services in accordance with Title III-B of the Older Americans Act, as amended, to elderly persons 60 years or older residing in Westchester County (the "Program") for the Program period commencing on January 1, 2016 and terminating on December 31, 2016. Federal funding for the Program will be in an amount not to exceed \$45,664, payable at the agreed upon unit cost for services actually provided by the Contractor, minus 10% Contractor match funds, up to the not-to-exceed amount of the contract.

The County in its sole discretion, may extend the term of the agreement for up to five (5) additional one (1) year periods thereafter on the same terms and conditions, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals. Each such option will utilize all of the same pricing (i.e., unit cost) and other terms and conditions as the initial term. It should be noted that funding may vary from year to year, in which case the County reserves the right to adjust the not-to-exceed amount. Any such adjustment will not affect the unit price, but only impact the number of units of service for which the County can pay for in a given year.

This agreement will serve a public purpose by providing supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization

The goals and objectives of the proposed contract are to provide the homebound elderly population with benefits and services available to them in the community to assist them with remaining in there. The Department is dedicated to the belief that family and community-based

alternatives that offer the most appropriate blend of medical and non-medical services will delay or prevent the need for institutional care and support aging in place through the use of Cluster Homemaker/Personal Care services.

The goals and objectives of the program are in the best interests of Westchester County in terms of fiscal responsibility because it effectively allows seniors to remain at home thus preventing costly institutionalization.

The goals and objectives will be tracked and monitored through monthly reporting activities and onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

Although the agreement with the Contractor 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 Wednesday, November 18, 2015, the Department issued a Request for Proposals ("RFP") with a due date of December 16, 2015 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 and posted on the County's website. In addition, the Department also e-mailed a copy of the RFP to Homecare Services agencies.

Five proposals were received in response to the RFP. These proposals were submitted by Any-Time Homecare, Inc.; Mrs. G's Services, LLC; Rain Home Attendant Services, Inc.; Interim Healthcare, Inc. and Family Services of Westchester, Inc. The proposals were 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 each proposal with reference to the evaluation criteria set forth in the RFP it was determined that the proposals of the first three aforementioned agencies were incomplete and the fourth aforementioned agency had a proposal with a higher rate. Therefore, Family Services of Westchester, Inc.'s proposal was selected because it best met the required specifications and maximizes services in accordance with the budgeted amount. Additionally, Family Services of Westchester has ably provided homemaker services to homebound elderly Westchester County residents over the years.

We believe it would be in the best interests of the County for your Honorable Board to award the contract to Family Services of Westchester, Inc. for the reasons stated above.

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

MC/SJ

RESOLUTION

UPON A COMMUNICATION FROM MAE CARPENTER, 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 (the "Agreement") with Family Services of Westchester, Inc. (the "Contractor") to provide Cluster Homemaker/Personal Care services in accordance with Title III-B of the Older Americans Act, as amended, to elderly persons 60 years or older residing in Westchester County (the "Program") for the Program period commencing on January 1, 2016 and terminating on December 31, 2016. Federal funding for the Program will be in an amount not to exceed \$45,664, payable at the agreed upon unit cost for services actually provided by the Contractor minus 10% Contractor matching funds, up to the not-to-exceed amount of the contract; and be it further

RESOLVED that the County, at its sole option, may extend the term of the agreement for up to five (5) additional one (1) year periods thereafter on the same terms and conditions, subject to the availability of funds, acceptable past performance, and the County obtaining all necessary legal approvals. Each such option will utilize all of the same pricing (i.e., unit cost) and other terms and conditions as the initial term. It should be noted that funding may vary from year to year, in which case the County reserves the right to adjust the not-to-exceed amount. Any such adjustment will not affect the unit price, but only impact the number of units of service for which the County can pay for in a given year, 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 with the Contractor is also subject to the 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 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 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.

Agreement: \$45,664

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686R	4830	T-686	\$45,664

Budget Funding Years 2016
(must match resolution)

Start Date 1/1/16

End Date 12/31/16

Funding Source

Tax Dollars \$0

State Aid \$0

\$45,664
(must match resolution)

Federal Aid \$45,664