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DATE: May 9, 2016

TO: Board of Acquisition and Contract

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

RE: Request for authority for the County of Westchester (the "County"):

- a) to amend its Agreement with Westchester Community Opportunity Program, Inc. to provide Supportive Services Transportation under Title III-B of the Older Americans Act in order to exercise the third of the County's five (5) options to renew the Agreement for the period commencing on January 1, 2016 through December 31, 2016 for an amount not to exceed \$5,864 in federal funds.
- b) further amend the agreement to incorporate into the third renewal and all renewal options thereafter certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to, certain contract provisions applicable to the Program and to replace the existing list of federal and state statutes, regulations and policies in the initial Agreement with a revised list in the third renewal.

Pursuant to a resolution approved on July 11, 2013 (the "July 11th Resolution"), your Honorable Board authorized the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an Agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. (the "Contractor") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act) whereby the Contractor was to provide one-way per person bus transportation to foster grandparent program volunteers (the "Program") for an amount not to exceed \$6,515 in Federal funds, with the Contractor required to contribute \$724 in matching funds to the Program, for the period commencing on January 1, 2013 and terminating on December 31, 2013, with the County having the option to renew the Agreements with the Contractor for up to five (5) additional one-year periods. The Agreement was subsequently executed.

Thereafter, by resolution approved on June 25, 2014 (the "June 25th Resolution"), your Honorable Board authorized the County to exercise the first of its five (5) options to renew the Agreement with the Contractor for a total amount not to exceed \$5,864 in Federal funds, with the Contractor required to contribute \$652 in matching funds to the Program, for the period commencing on January 1, 2014 and terminating on December 31, 2014. The First Amendment was subsequently executed.

Thereafter, by resolution approved on March 05, 2015 (the "March 5th Resolution"), your Honorable Board authorized the County to exercise the second of its five (5) options to renew the Agreement with the Contractor for a total amount not to exceed \$5,864 in Federal funds, with the Contractor required to contribute \$652 in matching funds to the Program, for the period

commencing on January 1, 2015 and terminating on December 31, 2015. The Second Amendment was subsequently executed

The County now seeks the authority of your Honorable Board to further amend its Agreement with the Contractor to provide the aforementioned Program services in order to exercise the third of its five options to renew the Agreement, for the period commencing on January 1, 2016 and terminating on December 31, 2016, in an amount not to exceed \$5,864 in Federal funds. The Contractor is required to contribute an amount not to exceed \$652 in matching funds to the Program (the "Third Amendment")

In addition to exercising the third of its five renewal options with the Contractor, the County also respectfully requests authority to amend the agreement to incorporate into the third renewal and all renewal options thereafter certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to a revised list of federal and state statutes, regulations, policies and contract provisions applicable to the Program. It should also be noted that NYSOFA has requested that all Area Agencies on Aging replace SAMS with Peerplace, a new electronic data collection system to be used by Contractors to data enter units of services provided as a condition of payment at such time that the new system goes into effect.

The renewal of this Agreement 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 45 CFR 92.36 (f) that requires grantees to conduct a price analysis prior to recommending a renewal of an Agreement. In an effort to comply with this requirement, the Department solicited price quotations for the Program services. Based on the evaluation of the price quotes, it was determined that the current Contractor's price is reasonable. In addition, the current Contractor ensures the efficiency of its transportation cost by combining transportation services with other volunteers subsidized under a different grant. The current Contractor also provides door-to-door transportation, which is a significant benefit for the many volunteers with limited walking capacity due to age, ailments or other disabilities, and for those without access to public transportation due to the location of their residence. Therefore, since the current Contractor provides the necessary flexibility regarding the needed accommodations for the senior volunteers and the price is reasonable, it is economically prudent to exercise the County's option under the current Agreement for the provision of these services from the current Contractor for 2016.

The Department believes it would be in the best interests of the County for your Honorable Board to renew the Agreement with WESTCOP because in addition to the reasons mentioned the above, WESTCOP has successfully implemented the program in the past year.

For the 2015, program year 3,601 one way trips were provided to 72 unduplicated clients.

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

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 exercise the third of its five (5) options to renew an Agreement (the "Agreement") with Westchester Community Opportunity Program, Inc., (the "Contractor") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act whereby the Contractor will provide one-way per person bus transportation to foster grandparent program volunteers (the Program), for the period commencing on January 1, 2016 through December 31, 2016, for a total amount not to exceed \$5,864 in Federal funds, with the Contractor is required to contribute an amount not to exceed \$652 in Contractor matching funds to the Program (the "Third Amendment"); and be it further
- RESOLVED,** that the third renewal option and each renewal option that may be approved hereafter by this Honorable Board shall be amended to incorporate certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to a revised list of federal and state statutes, regulations, policies and contract provisions applicable to the Program. NYSOFA has requested that all Area Agencies on Aging replace SAMS with Peerplace, a new electronic data collection system to be used by Contractors to data enter units of services provided as a condition of payment at such time as the new system goes into effect; 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 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: \$6,515.00
 First Amendment: \$5,864.00
 Second Amendment: \$5,864.00
 This Third Amendment: \$5,864.00
 Total: \$24,107.00

Account to be charged	Fund	Department	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
N/A	263	85	686R	4380	T686	\$5,864.00
Budget Funding Year(s) (must match resolution)	2016		Start Date	1/1/16	End Date	12/31/16
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$0			
<u>\$5,864.00</u> (must match resolution)	Federal Aid		<u>\$5,864.00</u>			
	Other		_____			

APPROVED BOARD OF ACQUISITION & CONTRACTS 05/02/2016 - LISA MRIJAJ, SECRETARY