

52007

DATE: May10, 2016

TO: Board of Acquisition & Contract

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

RE: Request for authority for the County of Westchester to:

- a) exercise the first of its three (3) options to enter into successive one-year agreements with Westchester Community Opportunity Program, Inc., to provide the Crime Prevention and Safety Program and the Victim Assistance Counseling Program under Title IIIB of the Older Americans Act for an amount not to exceed \$13,995 in Federal funds, payable at the agreed unit cost, for the program period commencing on January 1, 2016 and terminating on December 31, 2016; and
- b) further amend the agreement to incorporate into the first successive agreement and all the option agreements 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.

By resolution approved on April 9, 2015 (the "April 9th 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"), to provide the Crime Prevention and Safety Program and the Victim Assistance Counseling Program to the elderly, their caregivers and non-offending family members victimized by crime or identified as being at risk for abuse and other crime, as well as to provide presentations to seniors, their caregivers and other community members residing in Westchester County under Title IIIB of the Older Americans Act, (collectively the "Program") for an amount not to exceed \$13,995 in Federal funds, payable pursuant to the agreed upon unit-cost for actual services provided and data entered in the New York State Office for the Aging ("NYSOFA") Social Assistance Management System ("SAMS"), for the program period commencing on January 1, 2015 through December 31, 2015. The April 9th Resolution also stipulated that the County at its sole option may enter into three (3) additional successive one-year Agreements after the initial Agreement, on the same terms and conditions as the initial Agreement, availability of funds, the County obtaining all necessary legal approvals, and subject to the prior approval of your Honorable Board, with the Contractor required to contribute \$1,556 in Contractor matching funds to the Program. The initial Agreement was subsequently executed.

The County now seeks the authority of your Honorable Board to exercise the first of its three (3) options to enter into successive one-year agreements with the Contractor to provide the aforementioned Program, for the program period commencing on January 1, 2016 and continuing through December 31, 2016, at the same funding amounts as specified in the initial Agreement (the "First Successive Agreement")

In addition to exercising the first of its three (3) options to enter into three (3) successive one-year agreements with the Contractor, the County also respectfully requests authority to amend the agreement to incorporate into the First Successive Agreement and all the option agreements 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.

Although the proposed agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (xix) thereof, it is subject to the Federal Common Grant Rules that requires a cost analysis to be conducted before exercising a renewal option. To comply with this requirement the Department solicited price proposals from potential service providers. Based on the analysis the Department has found that the rates quoted for the Victim Assistance Counseling Program ranged from \$30 to \$160 per hour with the least expensive quote based on a self-pay sliding scale and with the fee determined on the patient's income. The Contractor provided a cost per hour that is at the lower end of the range for this service. For the crime prevention and safety program, the quotes provided ranged from \$77.29 to \$300 for a presentation. The Contractor provided a cost per presentation that is at the lower end of the range.

Therefore, the Department recommends renewing the Agreement with the Contractor because it has a rate at the lower end of the range of the other service providers. It should be noted that the Contractor has extensive experience working with victims of crime and educating seniors and caregivers on crime prevention and informing them of available resources in the community and has successfully provided the Program through prior agreements with the County.

For the 2015 year, 24 presentations provided to 639 seniors and 746 units of services provided to 61 seniors.

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

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

MC/SJ

Att.

APPROVED BOARD OF ACQUISITION'S CONTRACT - 06/02/2015 - LISA MRIDHA

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 its first of three (3) successive one-year agreements after its initial agreement with Westchester Community Opportunity Program, Inc. the ("Contractor"), to provide Crime Prevention and Safety Programs and Victims Assistance Counseling for the elderly, their caregivers and non-offending family members victimized by crime or identified as being at risk for abuse and other crime, as well as provide presentations to seniors, their caregivers and other community members residing in Westchester County under Title IIIB of the Older Americans Act (collectively the "Program"), for a total aggregate amount not-to-exceed \$13,995 in Federal funds, payable pursuant to the agreed upon unit-cost for actual services provided and data entered in the New York State Office for the Aging ("NYSOFA") Social Assistance Management System ("SAMS") for the program period commencing on January 1, 2016 through December 31, 2016 with the Contractor required to contribute \$1,556 in matching funds to the Program (the "First Amendment") and be it further

RESOLVED, that the First Successive Agreement and each successive agreement 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 as detailed in the Standard Assurances; and be it further

RESOLVED, 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; and be it further

RESOLVED that except as specifically amended hereby, all remaining terms and conditions of the initial 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.

Agreement: \$13,995
 First Amendment: \$13,995
 Total: \$27,990

Account to be Charged	Fund	Dept	Major Program Program & Phase Or Unit or Org	Object/ Sub Object	Trust Account	Dollars
	263	85	686R	4830	T-686	\$13,995
Budget Funding Year(s) <u>2016</u> Start Date <u>1/1/16</u> End Date <u>12/31/16</u> (must match resolution)						
Funding Source		Tax Dollars	<u>\$ 0</u>			
		State Aid	<u>\$ 0</u>			
<u>\$13,995</u>		Federal Aid	<u>\$13,995</u>			
(must match resolution)		Other	<u>\$0</u>			

APPROVED BOARD OF ACQUISITION & CONTRACTS - 06/02/2016 - LISA MARIJAJ, SECRETARY