

**52008**

**DATE:** May 11, 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 to:

- a) exercise the first of its three successive one-year options to enter into agreements with Family Services Society of Yonkers to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act, for the period from January 1, 2016 through December 31, 2016, in an amount not to exceed \$45,100; and
- b) 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 and to replace the existing list of federal and state statutes, regulations and policies and to update certifications in the initial Agreement with a revised list in the first successive Agreement and to update.

---

By resolution approved on March 19, 2015 ( the "March 19<sup>th</sup> 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 agreements (the "Agreements") with the three (3) entities (the "Contractors") listed in the attached Schedule "A" attached to the March 19<sup>th</sup> Resolution for the purpose of providing Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program"), for the period beginning January 1, 2015 through December 31, 2015, for a total aggregate amount not to exceed \$79,324 in federal funds, in the individual amounts also set forth in Schedule "A" attached to the March 19<sup>th</sup> payable at the agreed upon unit-cost amount for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS"), with the Contractors required to contribute an aggregate amount not to exceed \$8,841 in Contractor matching funds to the Program, in the individual amounts also set forth in Schedule "A" attached to the March 19<sup>th</sup> Resolution. The March 19<sup>th</sup> Resolution also authorized the County at its sole option to enter into three (3) additional successive one-year Agreements with each Contractor after the initial Agreement with the stipulation that any successive Agreement(s) would be subject to the availability funds, the County receiving all legal approvals, be on the

same terms and conditions as the initial Agreement, provided, however, that the County shall have the sole discretion to add to the unit cost an annual cost of living increase not-to-exceed three percent (3%), subject to the prior approval of your Honorable Board. The Agreements with the Contractors were subsequently executed.

Furthermore, by resolution approved on May 28, 2015 (the "May 28<sup>th</sup> Resolution") your Honorable Board authorized the County to amend the March 19<sup>th</sup> Resolution for the limited purpose of 1) removing Elderserve Licensed Homecare Agency ("Elderserve") from Schedule "A" attached to the March 19<sup>th</sup> Resolution as Elderserve was included in error, and 2) decreasing the aggregate not to exceed amount from \$79,324 to \$50,147.

The County now seeks the authority of your Honorable Board to exercise its first successive one-year option (the "First Successive Agreement") to enter into an agreement with Family Services Society of Yonkers (the "Contractor") for provision of the Program for the period commencing on January 1, 2016 through December 31, 2016, and to further amend the Agreement to incorporate into the First Successive Agreement increased funding for the Contractor by \$19,928 from \$25,172 to \$45,100 and increasing the Contractor matching funds by \$12,237 from \$2,797 to \$15,034". The increased funding will be used to provide more units of service at the agreed unit cost.

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 and to update certifications in the initial Agreement with a revised list in the first successive Agreement. It should 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. It should also be noted that the Department will not enter into Contract with the City of Yonkers for the provision of the Program for the 2016 program year.

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 has a reasonable price for both caregiver support groups and caregiver training. The price quotes for caregiver support groups ranged from \$2.30 per person to \$16.92 per person. The price quotes for training ranged from \$38 to \$300 per hour. Based on the comparable price quotes and that the Contractor has done significantly well in providing the services through prior agreements, the Department recommends exercising the County's option under the current agreement for these services from the current vendor for 2016. The department obtained three quotes for information and

assistance in order to complete the price analysis. Based on the price analysis, the cost per unit for our current contractors was comparable to the solicited vendors. Therefore, based on the aforementioned and the fact that the current service providers have done significantly well in providing the services through prior agreements, it appears to WCDSPS to be most prudent to exercise the County's option under the current agreements for these services from the current vendors for 2016. It is the Department's recommendation to enter into an agreement with our current contractors to provide information and assistance.

The Department recommends entering into the First Successive Agreement with the Contractor, because in addition to the aforementioned, the Contractor has successfully implemented the Program through prior agreements with the County.

For the 2015 program year, Support Groups: 300 units of service was provided to 38 unduplicated clients; Training: 102 units of service provide to 33 unduplicated clients; Assistance: 1033 units of services provided to 53 unduplicated clients and Information: 1176 units of services provided.

Except as specifically amended hereby, all other terms and conditions set forth in the Initial Agreement shall remain in full force and effect.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

APPROVED BOARD OF ACQUISITIONS COMMITTEE 09/20/16 - MCA MRIS/ENR/PR

## 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 is hereby authorized to exercise the first of its three options to enter into a successive one-year agreement (the "First Successive Agreement" after its Initial Agreement with Family Services Society of Yonkers (the "Contractor") to provide Family Caregiver Support Services for the Elderly under Title III-E of the Older Americans Act (the "Program") for the period beginning on January 1, 2016 through December 31, 2016, in an amount not to exceed \$45,100 in federal funds, payable at the agreed upon unit-cost amount for actual services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's") Social Assistance Management System ("SAMS") or in the designated electronic system approved by the County; and be it further
- RESOLVED,** that the Contractor is required to contribute to the Program an amount not to exceed \$15,034; 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 and to update certifications applicable to the Program; 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 other terms and conditions set forth in the Initial Agreement shall remain in full force and effect; 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.

Initial Agreement with Contractor: \$25,172  
 First Successive Agreement: \$45,100  
 Total: \$70,272

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448R	4380	T448	\$45,100
Budget Funding Year(s) (must match resolution)	<u>2016</u>		Start Date	<u>1/1/16</u>	End Date	<u>12/31/16</u>
Funding Source	Tax Dollars		\$ _____			
	State Aid		\$ _____			
<u>\$45,100</u> (must match resolution)	Federal Aid		<u>\$ 45,100</u>			
	Other		\$ _____			