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DATE: June 5, 2017

TO: Board of Acquisition and Contract

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

RE: Request for authority to enter into an Agreement with the Westchester Public-Private Membership Fund for Aging Services, Inc. to provide the Chronic Disease Self-Management Program, the Chronic Pain Self-Management Program and the Tomando Control de su Salud Program to elderly persons 60 years and older residing in Westchester County under Title III-D of the Older Americans Act for an aggregate amount not to exceed \$95,000 comprised of \$71,130 if federal funds and \$23,870 in County tax dollars, for the period beginning on March 01, 2017 through December 31, 2017.

The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with the Westchester Public-Private Membership Fund for Aging Services, Inc. (the "Contractor") for the purpose of providing the Chronic Disease Self-Management Program, the Chronic Pain Self-Management Program and the Tomando Control de su Salud Program to elderly persons 60 years and older residing in Westchester County under Title III-D of the Older Americans Act (the "Programs"), for an aggregate amount not to exceed \$95,000 comprised of \$71,130 if federal funds and \$23,870 in County tax dollars, payable based on a budget approved by the Westchester County Department of Budget for actual services provided, for the Program period beginning on March 01, 2017 through December 31, 2017 Program.

The County at its sole discretion may extend the term of the Agreement with the Contractor for up to four (4) additional (1) one-year periods, on the same terms and conditions, including the budget as the initial term, subject to the availability of funds, acceptable past performance, approval of the County Department of Budget, and the County's determination that an extension is in its best interest, subject to the prior approval of your Honorable Board.

The proposed Agreement will serve a public purpose by providing access to programs and services that ensure the dignity of seniors facing increased physical and mental limitations, and by providing contacts, socialization and referrals of needed services to those isolated and homebound.

The goals and objectives of the Program are to assist clients to remain in their homes as long as possible by optimally maintaining their physical, mental and economic well-being.

The goals and objectives of the Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home thus preventing costly institutionalization. These evidence-based programs have demonstrated that participation results in health care cost savings from fewer emergency room visits and hospital utilization.

The goals and objectives of the Program will be tracked and monitored on an ongoing basis through monthly reports and regular overview and visits by Department staff.

Although the proposed Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof, it is subject to the Federal Common Grant Rules ("FCGRs"). As such, on January 12, 2017 the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program services. The Proposal due date was February 2, 2017. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website on January 12th; and placed notices in the Journal News on January 12, 2017. Despite these efforts, only one proposal was received in response to the RFP. This Proposal was submitted by the Contractor.

In circumstances where, as here, adequate price competition is lacking, the FCGRs require grantees to perform a cost analysis to determine the reasonableness of the proposed contract price (See 45 CFR 92.36(f)). Accordingly, the Department conducted a market analysis of other program providers in New York State, including the New York City Office for the Aging ("NYCOFA"), Open Door, the Putnam County Office of Senior Resources ("PCOSR"), and the Westchester Independent Living Center. Based on this analysis, the Department determined that the costs to provide these workshops vary widely based on the scope, type and volume of workshops offered. NYCOFA had the highest cost, with a fully loaded cost per workshop of \$20,690 (again, this may be understated as they did not disclose rollover funds) and PCOSR the lowest with a fully loaded cost of \$3,000 (but they only offered one workshop). As such, the proposed fully loaded Westchester Public Private Membership Fund for Aging Services (PPP) cost per workshop of \$6,333 (or \$1,055 per session of each six session workshop) appears reasonable in comparison.

Based on the analysis of the cost, scope, scale and experience of providers of these programs, it is the Department's recommendation to enter into an agreement with the Contractor to provide these programs. This included a careful evaluation of the Contractor's proposal based on the criteria set forth in the RFP. It was determined that the Contractor's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Furthermore, since the market analysis conducted by the Department identified the Contractor as having the best combination of capability, cost and experience compared to the other service providers, we believe that it would be in the best interest of the County for your Honorable Board to award the contract to the Contractor

Accordingly, I recommend adoption of the proposed resolution.

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 enter into an agreement (the "Agreement") with the Westchester Public-Private Membership Fund for Aging Services, Inc. (the "Contractor") to provide the Chronic Disease Self-Management Program, the Chronic Pain Self-Management Program and the Tomando Control de su Salud Program to elderly persons 60 years and older residing in Westchester County under Title III-D of the Older Americans Act (the "Programs"), for an aggregate amount not to exceed \$95,000 comprised of \$71,130 if federal funds and \$23,870 in County tax dollars, payable based on a budget approved by the County Department of Budget for actual services provided, for the Program period beginning on March 01, 2017 and continuing through December 31, 2017 Program; and be it further

RESOLVED, that the County at its sole discretion may extend the term of the Agreement with the Contractor for up to four (4) additional (1) one-year periods, on the same terms and conditions, including the budget, as the initial term, subject to the availability of funds, acceptable past performance, approval of the County Department of Budget, and the County's determination that an extension is in its best interest, subject to the prior approval of the Board of Acquisition and Contract; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is also subject to the further financial 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 its 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: \$95,000

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	943S	4380	T448	\$95,000
Budget Funding Year(s) (must match resolution)	2017		Start Date	3/1/17	End Date	12/31/17
Funding Source	Tax Dollars		\$23,870			
	State Aid		\$0			
\$95,000 (must match resolution)	Federal Aid		\$71,130			

APPROVED BOARD OF ACQUISITION & CONTRACTING 10/29/2017 - LISA MARIJAJ, SECRETARY