

**61151**

**DATE:** January 31, 2018

**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 exercise the third 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 III-B 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, 2018 and terminating on December 31, 2018.

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By resolution approved on April 9, 2015 (the "April 9<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 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 III-B 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 9<sup>th</sup> 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.

Thereafter, by resolution approved on June 2, 2016 (the "June 2<sup>nd</sup> Resolution") your Honorable Board authorized the County *inter alia* 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")

Thereafter, by resolution approved on March 9, 2017 (the "March 9<sup>th</sup> Resolution") your Honorable Board authorized the County to exercise the second 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, 2017 and continuing through December 31, 2017, at the same funding amounts as specified in the initial Agreement (the "Second Successive Agreement").

The County now seeks the authority of your Honorable Board to exercise the third 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, 2018 and continuing through December 31, 2018, at the same funding amounts (the "Third Successive Agreement").

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 \$58 to \$300 for a presentation. The Contractor provided a cost per presentation that is at the lower end of the range.

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.

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

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

MC/SJ

Att.

## 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 third 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 III-B 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") Client Statewide Data System ("PeerPlace") for the program period commencing on January 1, 2018 through December 31, 2018 with the Contractor required to contribute \$1,556 in matching funds to the Program (the "Third Successive Agreement"); and be it further

**RESOLVED,** that except as specifically amended hereby, all remaining terms and conditions of the Initial Agreement, and subsequent successive Agreements 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.

APPROVED BOARD OF SENIOR PROGRAMS & SERVICES BY: [Signature] SECRETARY

Agreement: \$13,995  
 First Amendment: \$13,995  
 Second Amendment: \$13,995  
 Third Amendment: \$13,995  
 Total: \$55,980

Account to be Charged	Fund	Dept	Major Program, Program & Phase or Unit or Org	Object/ Sub Object	Trust Account	Dollars
	263	85	686T	4830	T-686	\$13,995
Budget Funding Year(s) <u>2018</u> Start Date <u>1/1/18</u> End Date <u>12/31/18</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 & CONTRACT - 02/22/2018 - LISA MARIJAJ, SECRETARY