

61161

DATE: January 31, 2018
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) amend an Agreement with the Family Services of Westchester, Inc. in order to exercise its first of five (5) renewal options to provide Family Caregiver Support Services for Caregivers of Senior with Alzheimer's Disease or a Related Dementia under Title III-E of the Older Americans Act for an amount not to exceed \$14,986 in Federal funds, for the period beginning on January 1, 2018 through December 31, 2018.
- b) further amend the Agreement to incorporate in the first renewal and all option renewals that may be approved certain "Standard Assurances" including but not limited to contract provisions applicable to the Program as mandated by the New York State Office for the Aging ("NYSOFA").

By resolution approved on May 25, 2017 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 the Family Services of Westchester, Inc. (the "Contractor") for the purpose of providing Family Caregiver Support Services for Caregivers of Seniors with Alzheimer's Disease or a Related Dementia under Title III-E of the Older Americans Act (the "Program"), for an amount not to exceed \$14,986 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") Statewide Client Data System ("PeerPlace") with the Contractor required to contribute an amount not to exceed \$4,996 in matching funds to the Program, for the Program period beginning on January 1, 2017 through December 31, 2017. The Agreement was subsequently executed.

The May 25th Resolution also stipulated that the County at its sole discretion could extend the term of the Agreement with the Contractor for up to five (5) additional (1) one-year periods, on the same terms and conditions, including unit-price (with a not-to-exceed 3% annual cost of living increase to be added to the unit cost), as the initial term, subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest, and noted that funding may vary from year to year, in which case the County reserves the right to adjust the above-referenced not-to-exceed amount. Any such adjustment will not affect the unit price, but only impact the number of units of service for which the County can pay for in a given year, subject to the prior approval of your Honorable Board.

The County now seeks the authority of your Honorable Board to amend the Agreement with the Contractor in order to exercise its first renewal option under the Agreement to provide the Program, for the period commencing on January 1, 2018 through December 31, 2018 at the same funding amounts (the "First Amendment").

The County also seeks further authority to amend the Agreement to incorporate into the first renewal option and all subsequent renewal options hereafter certain "Standard Assurances" including but not limited to contract provisions applicable to the Program as mandated by the New York State Office for the Aging ("NYSOFA").

Except as otherwise specifically amended hereby, all other terms and conditions contained in the Agreement shall remain in full force and effect upon the parties.

Although the agreement with the Contractor is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof, it is subject to the Federal Common Grant Rules, under which a market analysis must be conducted before a renewal option may be exercised. As a result, the Department solicited price proposals from 9 agencies for the Program services to determine if there were other potential Contractors that could provide the Program services at a more cost-effective price. Based on the market analysis, it was determined that the Contractor's rates are less than the rate quotes of the other service providers.

Therefore, we believe that it would be in the best interest of the County for your Honorable Board to award the contract to the Contractor because they have a proven track record of providing similar services to caregivers and seniors in Westchester County for over 50 years. In addition to the reasons stated above, the Contractor has performed well in providing services to seniors and caregivers under the agreement.

For the 2017 program year, FSW provided 383 units of Counseling to 150 clients; 297 units of Assistance to 67 clients; 92 units of Information; 33 units of Support Groups to 17 clients and 97 units of Training to 97 clients.

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 amend its agreement (the "Agreement") with the Family Services of Westchester, Inc. (the "Contractor") in order to exercise its first of five (5) renewal options under the Agreement to provide Family Caregiver Support Services for Caregivers of Seniors with Alzheimer's Disease or a Related Dementia under Title III-E of the Older Americans Act (the "Program"), for the period beginning on January 1, 2018 through December 31, 2018, for amount not to exceed \$14,986 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") Statewide Client Data System ("PeerPlace"); and be it further

RESOLVED, that the Contractor is required to contribute an amount not to exceed \$4,996 in matching funds to the Program; and be it further

RESOLVED, that the County is hereby authorized to further amend the Agreement with the Contractor to incorporate into the first renewal period and all renewal options thereafter certain "Standard Assurances" as mandated by NYSOFA including but not limited to, certain contract provisions applicable to the Program; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions set forth in the 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.

Agreement: \$14,986
 First Amendment: \$14,986
 Total: \$29,972

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448T	4380	T448	\$14,986.00
Budget Funding Year(s) (must match resolution)	<u>2018</u>		Start Date	<u>1/1/18</u>	End Date	<u>12/31/18</u>
Funding Source	Tax Dollars		<u>\$0</u>			
	State Aid		<u>\$0</u>			
<u>\$14,986.00</u> (must match resolution)	Federal Aid		<u>\$14,986.00</u>			

APPROVED BOARD OF ACQUISITION & CONTRACTS 01/22/2018 - LISA MRIJAJ, SECRETARY