

64248

DATE: July 17, 2018

TO: Board of Acquisition and Contract

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

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

- a) amend an agreement in order to exercise the first of its five options to renew the agreement with Westchester Jewish Community Services, Inc., for the provision of escort assistance services, under Title III-E of the Older Americans Act, for the period from January 1, 2018 through December 31, 2018, for an amount not-to-exceed \$87,476, payable based upon the agreed unit cost, and
- b) further amend the Agreement to incorporate into the Agreement 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”).

On May 25, 2017, the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (“DSPS”) entered into an agreement with Westchester Jewish Community Services, Inc. (“WJCS” or the “Contractor”) to provide escort assistance services, in accordance with the applicable provisions of the Older Americans Act, as amended, for elderly individuals 60 years of age or older who reside in Westchester County (the “Agreement”). The Agreement was for an amount not-to-exceed \$84,928, payable based upon a set unit cost, for the period from April 1, 2017 through December 31, 2017 (the “Initial Term”), with the County having the sole option to extend its term for up to five (5) one (1) year periods after the Initial Term (each an “Option Term”), on the same terms and conditions as the Initial Term, except that the set unit cost for each Option Term will be increased by three percent (3%) over the previous term’s amount, as a cost-of-living increase, and the not-to-exceed amount for each Option Term shall be determined by the County in its sole discretion, based on the Option Term’s set unit cost and the number of units anticipated to be needed during that period. The Agreement was subsequently executed.

The County now seeks the approval 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

services for the period from January 1, 2018 through December 31, 2018, noting that funding for the 2018 period will be increased by \$2,548 from \$84,928 to \$87,476 due to a three percent cost of living increase allowed under the Agreement. Therefore, the total contract amount for the Agreement and this First Amendment will be an amount not to exceed \$172,404.

Additionally, the County seeks further authority to amend the Agreement to incorporate certain "Standard Assurances" including but not limited to contract provisions applicable to the Program as mandated by the 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 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 rate is higher than the rate quotes of the other service providers, however, the other service providers use volunteer escorts and drivers to defray their costs. Additionally, this service provider works primarily with cognitively impaired clients who require more hands on assistance, where the others work with a more "well elderly" clientele. Therefore, we believe that it would be in the best interest of the County for your Honorable Board to renew the Agreement with the Contractor, because the Contractor has ably performed the services under the Agreement.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

RESOLUTION

Upon a communication from the Commissioner of Senior Programs and Services, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend its agreement ("Agreement") with Westchester Jewish Community Services, Inc. ("WJCS or the "Contractor") for the provision of escort assistance services under Title III-E of the Older Americans Act (the "Services"), in order to exercise its first of five (5) renewal options under the Agreement for the period commencing on January 1, 2018 through December 31, 2018, for a not to exceed amount of \$87,476, bringing the total contract amount to an amount not to exceed \$172,404; and be it further

RESOLVED, that the Contractor is required to contribute matching funds in an amount of \$5,445; and be it further

RESOLVED, that the County is hereby authorized to further amend the Agreement with the Contractor to incorporate 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: \$84,928
 First Amendment: \$87,476
 Total: \$172,404

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	448T	4380	T448	\$87,476

Budget Funding Year(s): 2018 Start Date: 1/1/18 End Date: 12/31/18
 (must match resolution)

Funding Source: \$87,476
 (must match resolution)

Tax Dollars: \$0
 State Aid: \$0
 Federal Aid: \$87,476

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/16/2018 - LISAPRIJAJ, SECRETARY