

70224

DATE: June 13, 2019

TO: Board of Acquisition & Contract

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

RE: Request for authority to enter into an agreement with The LOFT: The Lesbian and Gay Community Services Center, Inc. for the purpose of providing Information and Assistance services to Westchester County seniors under Title III-B of the Older Americans Act. The Agreement shall commence on April 1, 2019 and continue through on December 31, 2019. Federal funding for the program period will be in an amount not-to-exceed \$12,487.

The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. ("The LOFT") to provide Information and Assistance Services to County seniors under Title III-B of the Older Americans Act (the "Program"). The term of the initial Agreement shall commence on April 1, 2019 and continue through December 31, 2019 (the "Initial Term"), for an amount not to exceed \$12,487 in federal funds based on the agreed-upon unit costs for actual services provided and data entered in NYSOFA's PeerPlace System. The County, in its sole and complete discretion, may increase by 10% or decrease by 10% the not-to-exceed amount of the contract based on the availability of funds, which would impact the not-to-exceed amount of the Agreement, payable at the agreed upon unit costs, and subject to the prior approval of your Honorable Board.

Furthermore, the County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional extension terms of one (1) year each (each an "Option Term"). Any renewal of the Agreement by the County shall be on the same terms and conditions as the Initial Term, except that the unit costs for the Initial Term and any Option Term may vary each year. In addition, any renewal of the Agreement shall be subject to the availability of funds, the County conducting a cost and/or price analysis, in accordance with federal law, acceptable past performance, the County determining that an extension is in its best interest, and the approval of your Honorable Board. It should be noted that subsequent extension periods will be for the program period commencing on January 1st and terminating on December 31st.

The Agreement with The LOFT will serve to provide Westchester County senior LGBT individuals with Information and Assistance concerning social, recreational, educational and

cultural activities to aid in the reduction of isolation, including the provision of current information on available opportunities and services including assistive technology, counseling and the provision of referrals to local community resources.

The Agreement will serve a public purpose by providing information for and assistance with supportive services to help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the Agreement are to provide the most needy, vulnerable older adults with information and assistance through the use of available public and voluntary services, and appropriate community resources. This includes a determination as to whether older adults are receiving the various benefits and services which they may need and to which they may be entitled. The Department is dedicated to the belief that information and assistance services regarding family and community-based alternatives that offer seniors appropriate information and assistance services will improve quality of life for seniors, increase their sense of independence and wellbeing and assist them in leading independent, meaningful and dignified lives in their own homes and communities.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and maintain a cost-effective lifestyle. The Title III-B programs aim to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of Westchester County's elderly.

The services will be tracked, monitored and evaluated through monthly reporting activities and annual on-site reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe and successful fashion.

The Agreement is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof; however, they are subject to the Federal Common Grant Rules. As such, on March 8, 2019, 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 March 26, 2019. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website; distributed a press release regarding the RFP; placed notices in the Journal News on March 5, 2019, sent e-mails to various media outlets regarding the RFP, and sent e-mails to the Aging Network Providers announcing the posting of the RFP. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by The LOFT: The Lesbian and Gay Community Services Center, Inc. ("The LOFT"). Consequently, pursuant to the Federal Common Grant Rules CFR 92.36 (f) that require a cost analysis to be conducted to test the market when adequate competition is lacking or for sole source procurements, the Department contacted three (3) agencies (all responded) for the provision of the Program services. The prices quotes ranged from \$4.50 to \$20.96 for Information and ranged from \$20.00 to \$27.00 for Assistance. The LOFT's price proposal is the most advantageous to the County and has previously performed well in the delivery of these services.

Therefore, after carefully evaluating The LOFT's proposal based on the criteria set forth in the RFP, it was determined that The LOFT's proposal met the required specifications and

maximizes services in accordance with the budgeted amount. Furthermore, the cost analysis conducted by the Department identified The LOFT as having a rate at the lower end of the range of the other service providers. As a result, the Department recommends entering into an Agreement with The LOFT to provide the Program services. It should be noted that The LOFT has successfully provided the Program through prior agreements with the County.

Accordingly, approval of the attached resolution is most respectfully recommended.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2019 - LISA M. UJA, SECRETARY

RESOLUTION

UPON A 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 LOFT: The Lesbian and Gay Community Services Center, Inc. ("The LOFT") to provide Information and Assistance Services to Westchester seniors under Title III-B of the Older Americans Act (the "Program"). The term of the initial Agreement shall commence on April 1, 2019 and continue through December 31, 2019 (the "Initial Term"), for an amount not to exceed \$12,487 in federal funds based on the agreed-upon unit costs for actual services provided and data entered in NYSOFA's PeerPlace System. The County, in its sole and complete discretion, may increase by 10% or decrease by 10% the not-to-exceed amount of the Agreement, based on the availability of funds, which would impact the not-to-exceed amount of the Agreement, payable at the agreed upon unit costs, and subject to the prior approval of your Honorable Board; and be it further

RESOLVED, that the County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional extension terms of one (1) year each (each an "Option Term"). Any renewal of the Agreement by the County shall be on the same terms and conditions as the Initial Term, except that the unit costs for the Initial Term and any Option Term may vary each year. In addition, any renewal of the Agreement shall be subject to the availability of funds, the County conducting a cost and/or price analysis, in accordance with federal law, acceptable past performance, the County determining that an extension is its best interest, and the approval of your Honorable Board. It should be noted that subsequent extension periods will be for the program period commencing on January 1st and terminating on December 31st; and be it further

RESOLVED, that the Agreement is subject to County appropriations; 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.

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686U	4830	T-686	\$12,487

Budget Funding Years 2019
(must match resolution)

Start Date 4/1/19

End Date 12/31/19

Funding Source

Tax Dollars: \$ 0

\$12,487

State Aid : \$ 0

(must match resolution)

Federal Aid: \$ 12,487.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2019 - LISA MRIJAJ, SECRETARY