

73826

DATE: January 08, 2020

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 Westchester Library System for the provision of Medicare Information Services for elderly Westchester County residents 60 years or older and residents under 60 years using Social Security Disability who are either Medicare users or new to the Medicare program under Title III-B of the Older Americans Act, in an amount not to exceed \$17,460, for the period commencing on January 1, 2020 and continuing through December 31, 2020.

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 Westchester Library System ("WLS" also the "Contractor") pursuant to which the Contractor will provide Medicare information concerning available public benefits, entitlements, and community resources ("Medicare Information Services") to elderly County residents 60 years or older and residents under 60 years using Social Security Disability who are either Medicare users or new to the Medicare program in accordance with Title I, Section 102(28) and Title III, Part B, Section 321 (a)(3) of the Older Americans Act, as amended, and its implementing regulations, 45 CFR Part 1321 et seq. ("OAA") (the "Program"). Federal funding for the program will be in an amount not to exceed \$17,460, payable pursuant to the agreed-upon unit cost for actual services provided and data entered in New York State Office for the Aging's PeerPlace System, for the period commencing on January 1, 2020 and continuing through December 31, 2020 (the "Initial Term"). The County in its sole and complete discretion may include an optional 10% increase or 10% decrease to the not-to-exceed amount of the Agreement, subject to, among other things, the availability of funds and the County obtaining all necessary legal approvals.

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 "Extension 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 cost for any extension term may vary each year. Also, any renewal by the County 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 obtaining all necessary legal approvals and the County determining that an extension is its best interest, subject to the approval of your Honorable Board.

Under the Agreement, the Contractor will provide presentations known as the "Medicare Minute" to various senior groups, clubs, centers, places of worship, and other group gatherings who request presentations and who represent Westchester County seniors aged 60 and older who are interested in Medicare information, or participate in the Medicare program, or are aging into Medicare, as well as those under age 60, on Social Security disability and also either on Medicare or new to the Medicare program.

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

The Department's goal and objectives are to provide the most needy, vulnerable older adults with information 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 Services regarding family and community-based alternatives that offer seniors appropriate services will support aging in place.

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)iii and 3(a)xix thereof; however, they are subject to the Federal Common Grant Rules. As such, on December 11, 2019, the Department issued a Request for Proposals ("RFP") with a due date of December 30, 2020 to solicit proposals from qualified agencies to provide the Program services. In an effort to solicit as many proposers as possible, the Department posted the request for proposal on the county website. In addition, the department distributed a press release about the request for proposal (RFP). Also, legal notice was placed in the Journal News. Only two proposals were submitted in response to the RFP: One from RDS Services, LLC and the other from Westchester Library System.

Both proposals were evaluated on both technical and financial criteria, including but not limited to, qualifications and experience, technical knowledge, implementation methodology, soundness of the proposed program, and program design. Following a careful review of the proposals with reference to the evaluation criteria set forth in the RFP, it was determined the proposal from Westchester Library System best met the required specifications and maximizes services in accordance with the budgeted amount.

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

MC/SJ

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 Westchester Library System ("WLS" also the "Contractor") pursuant to which WLS will provide Medicare information concerning available public benefits, entitlements, and community resources ("Medicare Information Services") to elderly County residents 60 years or older and residents under 60 years using Social Security Disability who are either Medicare users or new to the Medicare program in accordance with Title I, Section 102(28) and Title III, Part B, Section 321 (a)(3) of the Older Americans Act, as amended, and its implementing regulations, 45 CFR Part 1321 et seq. ("OAA") (the "Program"). Federal funding for the program will be in an amount not to exceed \$17,460, payable pursuant to the agreed-upon unit cost for actual services provided and data entered in New York State Office for the Aging's PeerPlace System, for the period commencing on January 1, 2020 and continuing through on December 31, 2020 (the "Initial Term"). The County in its sole and complete discretion may increase by 10% or decrease 10% the not-to-exceed amount of the Agreement, subject to, among other things, the availability of funds and the County obtaining all necessary legal approvals; 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 "Extension 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 cost for any extension terms may vary each year based upon the separate unit cost price proposals submitted by Contractor. Also, any renewal by the County 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 obtaining all necessary legal approvals and the County determining that an extension is its best interest, subject to the approval of your Honorable Board; and be it further

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

RESOLVED, that the Agreements are also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed 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 the 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.

Initial Agreement: \$17,460

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686V	4830	T-686	\$17,460

Budget Funding Years 2020 Start Date 1/1/20 End Date 12/31/20
 (must match resolution)

Funding Source Tax Dollars: \$0 _____
 State Aid : \$0 _____
\$17,460 Federal Aid: \$17,460 _____
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/20/2020 - TAMRIJAJ, SECRETARY