

**74224**

**DATE:** January 28, 2020

**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 amend its 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 in order to exercise its first of four extension option terms under the agreement, for the program period commencing on January 1, 2020 and continuing through on December 31, 2020 in an amount not-to-exceed \$16,650

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By resolution approved on July 11, 2019 and later amended on October 31, 2019 (collectively the "Amended Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") to, among other things, 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 "Services" or the "Program"). The term of the initial Agreement commenced on April 1, 2019 and continued through December 31, 2019 (the "Initial Term"), in an amount not to exceed \$17,837 in federal funds based on the agreed-upon unit costs for actual services provided and data entered in the New York State Office for the Aging's PeerPlace System with the County having sole and complete discretion, to increase or decrease the not-to-exceed amount of the Agreement based on the availability of funds, subject to the prior approval of your Honorable Board. The Agreement was subsequently executed.

The Amended Resolution also authorized that the County shall have the option pursuant to the Agreement to extend the term of the Agreement for up to four (4) additional extension terms of one (1) year each (each an "Option Term"), and that any extension 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, which would impact the not-to-exceed amount of the Agreement. In addition, the Amended Resolution also specified that 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.

The County has determined that it requires the Program services for the 2020 calendar year. The LOFT has successfully provided the Program for the 2019 calendar year.

Therefore, the County now seeks the authority of your Honorable Board to amend the Agreement with The LOFT to provide the Program in order to exercise the first of its four (4) Option Terms to extend the Agreement for an additional year, for the period commencing on January 1, 2020 and continuing through December 31, 2020 (the "First Option Term"). Federal funding for the First Option Term will be in an amount not to exceed \$16,650 (the "First Amendment.")

The Agreement is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof; however, it is subject the Federal Common Grant Rules that requires grantees to conduct a cost or price analysis before exercising any Option Term. In an effort to comply with this requirement the Department obtained (3) three price quotes for the Services in order to complete the price analysis. Based on the price analysis, the Department has determined the LOFT's price proposal as having a rate at the lower end of the range of the other service providers. As a result, the Department recommends renewing the Agreement with The LOFT to provide the Services, as its rates are the most advantageous to the County, and it has successfully provided the Services during the previous year and through previous agreements with the County.

Except as specifically amended as described herein, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

The LOFT provided 895 duplicated clients 1,552 units of Information and 1,191 units of Assistance services were provided to 768 duplicated clients.

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

MC/SJ

## RESOLUTION

UPON A COMMUNICATION FROM MAE CARPENTER, 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 an agreement (the "Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. ("The LOFT") for the provision of Information and Assistance services to County seniors under Title lll-B of the Older Americans Act (the "Services" or the "Program") in order to exercise the first of the County's four (4) additional extension terms to extend the term of the Agreement by an additional year, for period commencing on January 1, 2020 and continuing through December 31, 2020 (the "First Option Term"). Federal funding for the First Option Term will be in an amount not to exceed \$16,650 based on the agreed-upon unit costs for actual services provided and data entered in New York State Office for the Aging's PeerPlace System (the "First Amendment"); and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the initial Agreement 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.

Initial Agreement: \$17,837  
 First Amendment: \$16,650  
 Total: \$34,487

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
charged	263	85	686V	4830	T-686	\$16,650

Budget Funding Years 2020  
 (must match resolution)

Start Date 1/1/20

End Date 12/31/20

Funding Source

Tax Dollars: \$ 0

\$16,650  
 (must match resolution)

State Aid : \$ 0

Federal Aid: \$ 16,650