

83296

DATE: March 10, 2021

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 agreements with Any-Time Home Care, Inc. and Family Services of Westchester, Inc. for the provision of In-Home Services as Respite for Caregivers to elderly persons 60 years or older residing in Westchester County under Title III-E of the Older Americans Act, in order to exercise the first of the County's four (4) options to extend the term of the Agreements for the period commencing on January 1, 2021 and continuing through December 31, 2021, in an aggregate amount not to exceed \$18,000 in federal funds,

By resolution approved on April 9, 2020 (the "April 9th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") to enter into agreements (the "Agreements") with Any-Time Home Care, Inc. and Family Services of Westchester, Inc. (the "Contractors" or "Agencies") pursuant to which each Contractor would provide In-Home Services as Respite for Caregivers to frail elderly persons 60 years or older residing in the County, in accordance with Title III-E of the Older Americans Act, as amended (the "Program"). Federal funding for the Program was in an aggregate amount not to exceed \$18,000, with each Contractor receiving an amount not to exceed \$9,000, 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 Agreements were subsequently executed.

The April 9th Resolution also authorized the County, at its sole discretion, to renew and extend the term of the Agreements for up to four (4) additional extension terms of one (1) year each, (each an "Extension Term") to commence on January 1st of each following year, and that any renewal of the Agreements 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 based upon the separate unit costs agreed upon by the Contractors. 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 determining that an extension is its best interest.

The County has determined that it requires the Program services for the 2021 calendar year, and the Contractors have satisfactorily provided the Program for the 2020 program period. Accordingly, authority is requested to amend the Agreements with the Contractors in order for the County to exercise the first of its four (4) additional one (1) year extension options to extend the term of the Agreements for the period from January 1, 2021 and continuing through December 31, 2021, (the "First Extension Term") for an aggregate amount not to exceed \$18,000, with each Contractor receiving an amount not to exceed \$9,000, 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 (the "First Amendment").

The Agreement with the Contractors are 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 that mandate a cost or price analysis be conducted before the County can exercise an option to extend the Agreement. Therefore, the Department solicited price proposals from qualified agencies to determine if it could find providers to better provide the Program services at a more cost-effective rate. After a careful review of the price proposals, the Department determined that the Contractors are best suited to continue providing the services because their rates were cost effective, and they have successfully provided the Program for the initial Term of their respective Agreement.

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

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") acting by and through its Department of Senior Programs and Services (the "Department") is hereby authorized to amend agreements (the "Agreements") with Any-Time Home Care, Inc. and Family Services of Westchester, Inc. (the "Contractors" or "Agencies") in order to exercise the first of the County's four (4) additional one-year options (each an "Extension Term") pursuant to which each Contractor will provide In-Home Services as Respite for Caregivers to elderly persons 60 years or older residing in the County, in accordance with Title III-E of the Older Americans Act, as amended (the "Program") for the period commencing on January 1, 2021 and continuing through December 31, 2021 (the "First Extension Term"). Funding for the First Extension Term will be in an aggregate amount not to exceed \$18,000 with each Contractor receiving an amount not to exceed \$9,000, payable pursuant to the agreed unit cost 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 other terms and conditions set forth in the Agreements 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.

Initial Agreement: \$18,000
 First Amendment: \$18,000
 Total: \$36,000

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448W	4380	T-448	\$18,000

Budget Funding Years 2021
 (must match resolution)

Start Date 1/1/2021

End Date 12/31/2021

Funding Source

\$18,000
 (must match resolution)

Tax Dollars: \$0

State Aid : \$0

Federal Aid: \$18,000

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/08/2021 - JAC MARIJAJ, SECRETARY