



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**84940**

**DATE:** May 7, 2021

**TO:** Board of Acquisition and Contract

**FROM:** Leonard G. Townes  
Commissioner, Department of Social Services

**SUBJECT:** Authority to enter into an agreement with Family Service Society of Yonkers, pursuant to which it will operate and manage a representative payee program, for up to 300 people with disabilities, for an amount not-to-exceed \$210,000.00, for the period from July 1, 2021 through June 30, 2022, with the County having the sole option to extend the term of the agreement for up to five (5) additional one (1) year periods thereafter.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Family Service Society of Yonkers ("FSSY"), pursuant to which FSSY will operate and manage a representative payee program for up to 300 people with disabilities being served by the Adult Protective Services unit of the Department of Social Services or by the County's Department of Community Mental Health (each, a "Client" and the overall services, the "Services"), for an amount not-to-exceed \$210,000.00, payable at a rate of \$77.00 per-Client-per-month, for the period from July 1, 2021 through June 30, 2022 (the "Initial Term"), with the County having the sole option to extend the term of the agreement for up to five (5) additional one (1) year periods thereafter on the same terms and conditions as the Initial Term, except for the different per-Client-per-month rates and not-to-exceed amounts specified below for those additional periods (each an "Option Term"):

<b>Option Term</b>	<b>Per-Client-Per-Month Rate</b>	<b>Not-To-Exceed Amount</b>
First Option Term (7/1/22 – 6/30/23):	\$77.77 per-Client-per-month	\$279,972.00
Second Option Term (7/1/23 – 6/30/24):	\$78.55 per-Client-per-month	\$282,780.00
Third Option Term (7/1/24 – 6/30/25):	\$79.34 per-Client-per-month	\$285,624.00
Fourth Option Term (7/1/25 – 6/30/26):	\$80.13 per-Client-per-month	\$288,468.00
Fifth Option Term (7/1/26 – 6/30/27):	\$80.93 per-Client-per-month	\$291,348.00

On March 12, 2021, the County, acting by and through its Department of Social Services

(“DSS”), issued a request for proposals that solicited proposals from vendors to provide the Services (the “RFP”). In response to the RFP, DSS received three (3) proposals. DSS had several individuals review the proposals and evaluate them based upon the evaluation criteria specified in the RFP. The result of that review and evaluation was that the proposal from FSSY received the highest score and was, accordingly, ranked first. However, FSSY’s proposed per-Client-per-month rates were found to be in excess of what DSS had earlier anticipated as being necessary. The County and FSSY conducted negotiations regarding that essential term of the proposed Agreement and those negotiations resulted in FSSY ultimately reducing its proposed rates across the Initial Term and the Option Terms. DSS conducted an analysis of the revised proposed cost from FSSY and found that it is reasonable. Based on DSS’s review of the proposal from FSSY and FSSY’s past performance under other contracts with the County, DSS is satisfied that it is a responsible vendor for the Services.

The proposed Agreement will serve a public purpose by enabling the County to provide financial management assistance to persons who are unable to manage their own finances, and thereby assist in improving their quality of life.

The goal and objective of the proposed Agreement is to enable the County to provide financial management assistance to persons who are unable to manage their own finances, and thereby assist in improving their quality of life.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and welfare, as persons will have an improved quality of life as a result of receiving assistance in managing their finances.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the Department of Social Services.

I respectfully recommend the adoption of the attached resolution.

LGT/bdm/nn

**RESOLUTION**

Upon a communication from the Commissioner of Social Services, be it hereby:

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement (the “Agreement”) with Family Service Society of Yonkers (“FSSY”), pursuant to which FSSY will operate and manage a representative payee program for up to 300 people with disabilities being served by the Adult Protective Services unit of the Department of Social Services or by the County’s Department of Community Mental Health, for an amount not-to-exceed \$210,000.00, payable at a rate of \$77.00 per-Client-per-month, for the period from July 1, 2021 through June 30, 2022 (the “Initial Term”), with the County having the sole option to extend the term of the agreement for up to five (5) additional one (1) year periods thereafter on the same terms and conditions as the Initial Term, except for the different per-Client-per-month rates and not-to-exceed amounts specified below for those additional periods (each an “Option Term”):

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; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

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Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2021	101	22	8900	5960		\$105,000
2022	101	22	8900	5960		\$105,000

Budget Funding Year(s): 2021-2022 Start Date: 07/01/2021 End Date: 06/30/2022  
 (must match resolution)

Funding Source	Tax Dollars:	34%
<u>\$210,000.00</u>	State Aid:	43%
(must match resolution)	Federal Aid:	23%
	Other:	N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/03/2021 - USA MRIJAJ SECRETARY