

85498

DATE: June 2, 2021

TO: Board of Acquisition and 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 Westchester Community Opportunity Program, Inc. for the provision of Supportive Services Transportation: Foster Grandparent Transportation Program under Title III-B of the Older Americans Act in order to exercise the second of its four renewal option under the agreement for the program period commencing on January 1, 2021 and continuing through December 31, 2021 in an amount not to exceed \$5,864 in federal funds.

By resolution approved March 28, 2019 (the “March 28th Resolution”) your Honorable Board, authorized 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 Westchester Community Opportunity Program, Inc. (the “WCOP” or the “Contractor”) to provide Supportive Services Transportation: Foster Grandparent Transportation Program to persons 60 years and older, residing in Westchester County in accordance with Title III, Part B, Section 321 (a)(2) of the Older Americans Act, as amended, and its implementing regulations, 45 CFR Part 1321 et seq. (“OAA”) (the “Program”) for the program period commencing on January 1, 2019 and expiring on December 31, 2019 (the “Initial Term”). Federal funding for the Initial Term of the Program was in an amount not to exceed \$5,864 based on the agreed upon unit cost for actual services provided and data entered in the New York State Office for the Aging’s PeerPlace Management System with WCOP required to contribute \$652 in matching funds to the Program. The Agreement was subsequently executed.

The March 28th Resolution also authorized that the County, in its sole discretion, 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 renewal of the Agreement by the County shall be on the same terms and conditions as the Initial Term subject to the availability of funds, the County conducting a cost and/or price analysis, in accordance with federal law, acceptable past performance, and the County determination that an extension is in its best interest, subject to the approval of your Honorable Board.

Thereafter, by resolution approved on April 23, 2020, your Honorable Board authorized the County to amend the Agreement with WCOP to provide the Program in order to exercise the first

of its four (4) Option Terms to extend the term of 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 was at the same amount as the Initial Term (the "First Amendment"). The First Amendment was executed.

The County has determined that it requires the Program services for the 2021 calendar year. WCOP has satisfactorily provided the Program under the original Agreement.

Therefore, the County now seeks authority from your Honorable Board to amend the Agreement with WCOP to provide the Program in order to exercise the second of its four (4) Option Terms to extend the term of the Agreement for an additional year, for the period commencing on January 1, 2021 and continuing through December 31, 2021 (the "Second Option Term"). Federal funding for the Second Option Term will be at the same amount as the Initial Term and the subsequent Option Term (the "Second Amendment").

Although the Agreement is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof, it is subject to 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 four price quotes for the Program services in order to complete the price analysis. Based on the price analysis, the Department has determined WCOP's price proposal is reasonable and it provides the necessary flexibility regarding the needed accommodations for the senior volunteers. It appears to the Department to be most economically prudent to exercise the County's option under the current agreement for these services from the current Contractor for 2021. It should be noted that the Contractor has satisfactorily provided the services under the Initial Agreement and the First Renewal. WCOP is also the sole provider of transportation in Westchester County working with Foster Grandparents Volunteers Program. WCDSPS works in conjunction with their program to supplement the transportation cost only.

For the 2020 Program year, 1,322 one-way trips were provided to 42 clients.

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

MC/SJ

RESOLUTION

UPON 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 its agreement (the "Agreement") Westchester Community Opportunity Program, Inc. (the "WCOP" or the "Contractor") for the purpose of providing Supportive Services Transportation: Foster Grandparent Program to persons 60 years and older, residing in Westchester County in accordance with Title III-B of the Older Americans Act, (the "Program") in order to exercise the second of the County's four (4) additional extension terms of one year each (each an "Option Term") to extend the term of the Agreement by an additional year, for the period commencing on January 1, 2021 and continuing through December 31, 2021 (the "Second Option Term"). Federal funding for the Second Option Term shall be in amount not to exceed \$5,864 based on the agreed upon unit cost for actual services provided and data entered in the New York State Office for the Aging's (NYSOFA's) PeerPlace Management System (the "Second Amendment"); and be it further

RESOLVED, that the WCOP is required to contribute \$652 in matching funds to the Program; and be it further

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

Agreement: \$5,864
 First Amendment: \$5,864
 Second Amendment: \$5,864
 Total: \$17,592

Account to be charged	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	686W	4380	T686	\$5,864
Budget Funding Year(s) (must match resolution)	2021		Start Date	1/1/2021	End Date	12/31/2021
Funding Source	County Tax Dollars		\$0			
	State Aid		\$0			
<u>\$5,864</u> (must match resolution)	Federal Aid		<u>\$5,864</u>			

APPROVED BOARD OF ACQUISITION & CONTRACTING 05/24/2021 NISA MARIJAJ, SECRETARY