

**95667**

**DATE:** August 24, 2022

**TO:** Board of Acquisition & Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**RE:** Request authority for the County of Westchester to enter into an agreement with Family Services of Westchester, Inc. to provide a Crime Prevention and Safety Program for a term retroactive to October 11, 2021 and continuing through September 30, 2024 for an amount not-to-exceed \$78,720, payable with American Rescue Plan Act SSC6 federal grant funds, pursuant to an approved budget.

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The County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department" or "DSPS"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("FSW" or the "Contractor") to provide Crime Prevention and Safety Program services for County seniors consisting of educational presentations on benefits and entitlements for seniors who are victims of crime and strategies to help seniors avoid crime victimization, and other areas of concern (the "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act of 2021 ("ARPA") SSC6, which corresponds with Title I, and Title III, Part B, of the Older Americans Act, as amended, and its implementing regulations, and the New York State Office for the Aging ("NYSOFA") Program Instruction No. 14-PI-02. The term of the Agreement will commence retroactive to October 11, 2021 and continue through September 30, 2024. In consideration for services to be rendered, the County will pay FSW an amount not-to-exceed \$78,720 in ARPA SSC6 federal grant funds awarded to the County by the NYSOFA for actual services provided and line-items budgeted, pursuant to an approved budget.

The FSW will be required to: 1) contribute \$8,747 in matching funds to the Program; and 2) provide three (3) separate budgets for each of the three years of the Agreement. However, any unexpended funds during the first or second year can be utilized up until the end date of the Agreement to allow for maximum utilization of the funds, and would require modification to the budgets to be approved by the Department without further need to request the approval of your Honorable Board to amend the Agreement to make budget modifications.

The proposed Agreement will serve a public purpose by providing County seniors 60 years and older, professionals, caregivers and their families with educational presentations on crime prevention strategies to raise awareness of how to recognize the signs of abuse, neglect and exploitation in order to avoid crime victimization. The Program will assist seniors and their caregivers in knowing where to go for help, and provide them with current information on available resources and referrals to local resources as needed. Furthermore, the Program will also provide group presentations to seniors that may also include other community members such as police, caseworkers and other service providers.

The goals and objectives of the Agreement are to provide crime and safety presentations to seniors, their caregivers and other community members in various community venues, including but not limited to senior housing, nutrition programs and related sites.

The goals and objectives are in the County's best interest in terms of fiscal responsibility and public health, as they serve to educate seniors, their caregivers and families and professionals about the types of crime, prevention strategies and supportive services available to the elderly to enable seniors to remain living safely in their homes, which aims at reducing or delaying nursing home institutionalization, thereby reducing Medicaid costs for the County, State and Federal governments and improving the general well-being of the 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 fashion. The New York State Office for the Aging annually monitors and evaluates whether the Department is meeting its requirements to conduct proper oversight.

Although the proposed Agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (xix) thereof, it is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), which require a competitive procurement. As such, on August 25, 2021, the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program. The due date of the proposal was September 28, 2021. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website; distributed a press release regarding the RFP; placed notices in the Journal Newspaper on August 11, 2021, and sent e-mails to entities on the Westchester County Press List ("Press List"), announcing the posting of the RFP. The Press List entities were also asked to share the information with their contacts. Despite these efforts, the Department received only one (1) proposal in response to the RFP. This proposal was submitted by the Contractor.

After carefully evaluating the Contractor's proposal with reference to the evaluation criteria set forth in the RFP, it was determined that the Contractor's proposal met the required specifications and maximizes services in accordance with the budgeted amount. Accordingly, the Department recommends entering into an Agreement with the Contractor

to provide the Program. It should be noted that the Contractor has extensive experience working with victims of crime and educating seniors and caregivers on crime prevention and informing them of available resources in the community and has successfully provided the Program through prior agreements with the County.

I most respectfully recommend adoption of the attached proposed resolution.

MC/SJ/jg

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/15/2022 - RAYMOND SCULKY, SECRETARY

## 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 enter into an agreement (the "Agreement") with Family Services of Westchester, Inc. ("FSW" or the "Contractor"), pursuant to which FSW will provide Crime Prevention and Safety Program services for County seniors consisting of educational presentations on benefits and entitlements for seniors who are victims of crime and strategies to help seniors avoid crime victimization, and other areas of concern, for a term commencing retroactive to October 11, 2021 and continuing through September 30, 2024, in an amount not-to-exceed \$78,720 in American Rescue Plan Act SSC6 federal grant funds, payable pursuant to an approved budget; and be it further

**RESOLVED**, that pursuant to the terms of the Agreement, FSW shall be required to: 1) contribute \$8,747 in matching funds to the Program; and 2) provide three (3) separate budgets for each of the three-years of the Agreement; and be it further.

**RESOLVED**, that pursuant to the terms of the Agreement, any unexpended funds incurred during the first or second year of the Agreement may be utilized up until the last day of the program period to allow for maximum utilization of the funds, subject to budget modification by the Department without further need of approval from the County Board of Acquisition & Contract; 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.

APPROVED BOARD OF ACQUISITION & CONTRACT 09/13/2022 TAMIKA S. SUDK-SCHULTZ SECRETARY

Agreement: \$78,720

Account to be Charged	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub-Object	Trust Account	Dollars
SSC6	263	85	W049	GRNT	9853	G049	\$78,720

Budget Funding Year(s) 2021 - 2024 Start Date 10/11/2021 End Date 9/30/2024  
(must match resolution)

Funding Source

Tax Dollars: \$0

State Aid: \$0

\$78,720

Federal Aid: \$78,720

(must match resolution)

CFDA #: 93.044

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/15/2022 RAYMOND SCUKY, SECRETARY