

95781

DATE: August 30, 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 Rose Press Inc. to provide Public Information Services for a term retroactive to January 3, 2022 and continuing through September 30, 2024 for an amount not-to-exceed \$450,000, payable with American Rescue Plan Act SSC6 federal grant funds, pursuant to an approved budget

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 Rose Press, Inc. ("Rose Press" or the "Contractor") to provide Public Information services to County residents sixty (60) years or older on available services, benefits and entitlements and other areas of concern, and linking such individuals to such appropriate community resources, opportunities and services, (the "Services" or "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act of 2021 ("ARPA") SSC6, which corresponds with Title III-B of the Older Americans Act, as amended and its implementing regulations, 45 CFR Part 1321 et seq. ("OAA"), 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 January 3, 2022 and continue through September 30, 2024. In consideration for Services to be rendered, the County will pay Rose Press an amount not-to-exceed \$450,000 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 County, in its sole and complete discretion, may decrease the not-to-exceed amount of the Agreement as a result of reduced availability of funds.

Rose Press will be required to: 1) contribute \$50,000 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 because it will allow for the provision of information to seniors about services, resources, and entitlements to address their concerns or needs.

The goals and objectives of the proposed Agreement are to print and distribute newsletters on a quarterly basis containing available services, resources, and entitlements which will be sent to all County residents aged sixty (60) and older.

The goals and objectives are in the County's best interest in terms of fiscal responsibility as they serve to provide information to educate and 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 bi-monthly reporting activities submitted by the Contractor and by the Department through on-site reviews to determine if the Agreement performance goals and objectives are being met in a fiscally responsible and appropriately safe fashion. The NYSOFA annually monitors and evaluates whether the Department is meeting its requirements to conduct proper oversight.

Additionally, in order to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), which require a competitive procurement, the Department issued a request for proposals (the "RFP") on December 1, 2021 with a due date of December 22, 2021, which solicited proposals from vendors regarding the Services. In an effort to solicit as many proposals as possible, the Department posted the RFP on the County's website; distributed a press release December 1, 2021 regarding the RFP and placed notices in the Journal News also on December 1, 2021. The County also 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, which was submitted by Rose Press. Therefore, the Department further solicited price quotes from three (3) entities as a further means of finding other potential and suitable entities to provide the Services. These entities are Printcraft, Executive Printing, and Premium Productions. After comparing the price quotes from the entities along with the price quotes in Rose Press's proposal, it was determined that Rose Press's price quotes to provide the Program are the lowest. Additionally, after carefully evaluating Rose Press's proposal with reference to the evaluation criteria set forth in the RFP, it was determined that its proposal met the required specifications and maximizes the Services in accordance with the budgeted amount.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

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 enter into an agreement (the "Agreement") with Rose Press, Inc. ("Rose Press" or the "Contractor") to provide Public Information services to County residents sixty (60) years or older on available services, benefits and entitlements and other areas of concern, and linking such individuals to such appropriate community resources, opportunities and services, (the "Services" or "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act of 2021 ("ARPA") SSC6, which corresponds with Title III-B of the Older Americans Act ("OAA"), as amended and its implementing regulations, 45 CFR Part 1321 et seq. 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 January 3, 2022 and continue through September 30, 2024, in an amount not-to-exceed \$450,000 in American Rescue Plan Act SSC6 federal grant funds, payable for actual Services provided and line-items budgeted up to the not-to-exceed amount of the Agreement, pursuant to an approved budget. The County, in its sole and complete discretion, may decrease the not-to-exceed amount of the Agreement as a result of reduced availability of funds; and be it further

RESOLVED, that pursuant to the terms of the Agreement, Rose Press shall be required to: 1) contribute \$50,000 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 end date of the Agreement 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.

Agreement: \$450,000

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	4380	G049	\$450,000

Budget Funding Year(s) 2022 - 2024 Start Date 01/03/2022 End Date 9/30/2024
(must match resolution)

Funding Source County
Tax Dollars: \$0
State Aid: \$0
\$450,000 Federal Aid: \$450,000
(must match resolution)