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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 Westchester Public/Private Membership Fund for Aging Services, Inc. to provide Caregiver Services for a term retroactive to January 1, 2022 and continuing through September 30, 2024 for an amount not-to-exceed \$399,612, payable with American Rescue Plan Act FCC6 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 Westchester Public/Private Membership Fund for Aging Services, Inc. ("WPPM" or the "Contractor") to provide Caregiver 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 "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act of 2021 ("ARPA") FCC6, which corresponds with Title III-E of the Older Americans Act, as amended. The term of the Agreement will commence retroactive to January 1, 2022 and continue through September 30, 2024. In consideration for services to be rendered, the County will pay WPPM an amount not-to-exceed \$399,612 in ARPA FCC6 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 contract as a result of reduced availability of funds.

The Contractor will be required to: 1) contribute \$44,401 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 complement the care provided by caregivers, including support groups for caregivers, caregiver navigation and counseling on issues to help caregivers in making decisions and solving problems related to their caregiving roles and training workshops for caregivers, supplemental assistive equipment and care baskets with resource materials and comfort items. These services are designed to provide relief to the caregiver.

The goals and objectives of the proposed Agreement are to support caregivers so they may continue to carry out their caregiving roles and responsibilities.

The goals and objectives are in the County's best interest in terms of fiscal responsibility because they cost-effectively allow caregivers to care for elderly care recipients, so that the elderly can remain living safely in their homes, which reduces or delays 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.

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 November 23, 2021 with a due date of December 17, 2021, which solicited proposals from vendors regarding the Program services. In an effort to solicit as many proposers as possible, DSPS placed a notice in the Journal News on November 17, 2021, posted the RFP on the County's website and distributed a press release on November 22, 2021 regarding the RFP. 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 (1) proposal in response to the RFP, which was submitted by WPPM. After carefully evaluating the WPPM'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 services in accordance with the budgeted amount.

Accordingly, the Department recommends entering into an Agreement with WPPM to provide the Program.

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 Westchester Public/Private Membership Fund for Aging Services, Inc. ("WPPM" or the "Contractor"), pursuant to which WPPM will provide Caregiver Services for 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 "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act of 2021 ("ARPA") FCC6, which corresponds with Title III-E of the Older Americans Act, as amended. The term of the Agreement will commence retroactive to January 1, 2022 and continue through September 30, 2024, in an amount not-to-exceed \$399,612 in American Rescue Plan Act FCC6 federal grant funds, payable pursuant to an approved budget; and be it further

RESOLVED, that pursuant to the terms of the Agreement, WPPM shall be required to: 1) contribute \$44,401 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.

Account to be Charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
FCC6	263	85	W053	4380	G053	\$399,612

Budget Funding Year(s) 2022 – 2024 Start Date: 1/1/2022 End Date: 9/30/2024
(must match resolution)

Funding Source Tax Dollars: \$0
State Aid: \$0
\$399,612 Federal Aid: \$399,612
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/23/2022 - RAYMOND SCULKY, SECRETARY