



Kenneth W. Jenkins
County Executive

Department of Senior Programs and Services

Name: Mae Carpenter
Title: Commissioner

Onbase #111406

DATE: June 24, 2025

TO: Board of Acquisition & Contract

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

RE: Request for authority to amend an agreement with Maid Brigade of Northern Westchester, Inc., for the provision of home cleaning services for the elderly under the Unmet Need program for an amount not-to-exceed \$86,596 in state funds, for a term commencing on April 1, 2024 and continuing through March 31, 2025, in order to increase the not-to-exceed contract amount by \$7,967.41.

By resolution approved on April 4, 2024, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with Maid Brigade of Northern Westchester, Inc. (the "Maid Brigade") to provide home cleaning services for the elderly under (the "Services") the Unmet Need program (the "Program"), for an amount not-to-exceed \$86,596 payable with New York State funding, pursuant to certain agreed unit costs, for a term commencing on April 1, 2024 and continuing through March 31, 2025. The Agreement was subsequently executed.

Authority is now requested from your Honorable Board to authorize the County to amend the Agreement in order to increase the not-to-exceed amount thereunder by \$7,967.41, from a not-to-exceed amount of \$86,596 to a new amount not-to-exceed \$94,563.41, in order to compensate Maid Brigade for additional Services provided during the term of the Agreement (the "First Amendment").

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties.

The proposed Agreement, as amended, will benefit caregivers and care receivers by easing the burden on caregivers through the provision of in-home cleaning services.

The proposed Agreement, as amended, will serve a public purpose by providing services that enable seniors to remain at home, as most seniors would prefer, thereby preventing premature institutionalization, which would come at greater expense and in a less desired environment.

The goals and objectives of the proposed Agreement, as amended, is to help seniors remain in their homes and communities through the provision of quality home care services that will also serve to provide relief to their caregiver(s).

The goals and objectives of the proposed Agreement, as amended, is in the best interests of the County because the Services to be provided payable with the Program funds will allow for clean living conditions and quality of life for the frail elderly and their caregivers by easing their burden through the provision of home-cleaning services. The proposed Agreement, as amended, is also in the best interests of the County in terms of fiscal responsibility because it effectively allows seniors to remain at home, thus preventing costly institutionalization.

The goals and objectives of the proposed Agreement, as amended, will be tracked and monitored by case managers through bi-monthly calls to seniors and their caregivers as to the quality of the Services they are receiving and their satisfaction with the Services. In addition, the Department's staff monitors and reviews case managers' client case records and records of service at the agencies providing these Services, using forms approved by the New York State Office for the Aging ("NYSOFA"). Review of the Program is done annually by a County monitor, as well as a monitor from NYSOFA.

The proposed First Amendment is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof.

Accordingly, approval of the attached resolution is most respectfully recommended.

MC/cmc

RESOLUTION

UPON A 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, is hereby authorized to amend an agreement (the "Agreement") with Maid Brigade of Northern Westchester, Inc. ("Maid Brigade"), for the provision of home-cleaning services for the elderly (the "Services") under the Unmet Need program, in an amount not-to-exceed \$86,596 payable with New York State funding, pursuant to certain agreed unit costs, for a term commencing on April 1, 2024 and continuing through March 31, 2025, in order to increase the not-to-exceed amount of the Agreement by \$7,967.41, from a not-to-exceed amount of \$86,596 to an amount not-to-exceed of \$94,563.41; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; and be it further

RESOLVED, that the Agreement, as amended, is subject to County Appropriations; and be it further

RESOLVED, that the Agreement, as amended, is also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the 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 the Agreement or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Maid Brigade, then Maid Brigade shall have the right to terminate the Agreement upon reasonable prior written notice; 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: \$86,596.00
This Amendment: \$7,967.41

Account to be Charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub-Unit	Object/ Sub Object	Trust Account	Dollars
Unmet Need	263	85	T006Z	GRNT	4380	T1006	\$7,967.41

Budget Funding Years 2024 - 2025
(must match resolution)

Start Date: 4/1/2024

End Date: 3/31/2025

Funding Source

County

Tax Dollars \$0

\$7,967.41
(must match resolution)

State Aid \$7,967.41

Federal Aid \$0

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/10/2025 - RAYMOND SCULKY, SECRETARY