



Memorandum  
Department of Senior Programs and Services

**109910**

**DATE:** November 4, 2024

**TO:** Board of Acquisition & Contract

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

**RE:** Authority to enter into an agreement with DOROT, Inc. for the provision of 'In-Home Contact & Support Services' (not 'Consumer Directed') to elderly persons 60 years or older residing in Westchester County, for the period from January 1, 2024 through December 31, 2024, for an amount not-to-exceed \$48,516.00.

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Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an agreement with DOROT, Inc. ("DOROT"), pursuant to which DOROT will provide 'In-Home Contact & Support Services' (not 'Consumer Directed') to elderly persons 60 years or older residing in Westchester County (the "Services"), in accordance with Title III, Part B, section 321(a)(5) of the Older Americans Act, as previously amended, and its implementing regulations, 45 CFR Part 1321 et seq., as they may be amended from time to time, for an amount not-to-exceed \$48,516.00, payable on a unit cost basis for the Services actually provided and for which data is entered into the New York State Office For the Aging's PeerPlace System, for the period from January 1, 2024 through December 31, 2024 (the "Agreement").

Under the proposed Agreement, DOROT will be required to contribute \$5,392.00 in matching funds to the Services.

On November 21, 2023, the County, acting by and through the Department, issued a request for proposals that solicited proposals to provide the Services (the "RFP"). In addition to being published on the County's website for requests for proposals, the RFP was also advertised in the Journal News on November 21, 2023. However, in response to the RFP, the Department received only one (1) proposal, which was from DOROT.

The Department had several individuals review the proposal from DOROT and evaluate it based upon the evaluation criteria specified in the RFP. The Department conducted an analysis of the cost proposal from DOROT and found that it is reasonable. Based on the Department's review of the proposal from DOROT and its

past performance under other contracts with the County, the Department is satisfied that it is a responsible vendor for these services.

The Department issued a request for proposals for a similar set of services on February 19, 2013 and December 7, 2018. In response to each of those requests for proposals, the County received only one (1) proposal, which in both cases was from DOROT.

Accordingly, the County has determined that, after the soliciting of several sources via the RFP, and in light of the results of the previous, similar requests for proposals, competition for the Services is inadequate. Therefore, pursuant to 2 C.F.R. 200.320(c)(5) and Section 11 (formerly Section 13) of the County's Procurement Policy and Procedures, the County can proceed with the proposed Agreement despite receiving only one (1) proposal in response to the RFP.

The proposed Agreement will serve a public purpose by providing supportive services to Westchester County frail, homebound seniors that will enable them to remain in their homes and age in place in the community for as long as possible.

The goal and objective of the proposed Agreement are to assist frail, homebound seniors to remain in their homes and age in place in their communities for as long as possible.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of fiscal responsibility, as helping Westchester County frail, homebound seniors to remain in their homes and age in place in their communities for as long as possible, and thereby avoiding costly, premature institutionalization, is anticipated to ultimately result in a savings to the County.

The goal and objective of the proposed Agreement will be tracked and monitored by the Department.

I respectfully recommend the adoption of the attached resolution.

MC/SJ/bdm-r

## **RESOLUTION**

UPON A COMMUNICATION FROM THE COMMISSIONER OF THE 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 & Services, is hereby authorized to enter into an agreement with DOROT, Inc. ("DOROT"), pursuant to which DOROT will provide 'In-Home Contact & Support Services' (not 'Consumer Directed') to elderly persons 60 years or older residing in Westchester County (the "Services"), in accordance with Title III, Part B, section 321(a)(5) of the Older Americans Act, as previously amended, and its implementing regulations, 45 CFR Part 1321 et seq., as they may be amended from time to time, for an amount not to exceed \$48,516.00, payable on a unit cost basis for the Services actually provided and for which data is entered into the New York State Office For the Aging's PeerPlace System, for the period from January 1, 2024 through December 31, 2024 (the "Agreement"); and be it further

**RESOLVED**, that, under the Agreement, DOROT will be required to contribute \$5,392.00 in matching funds to the Services; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this 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 this Agreement or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor 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 is hereby authorized to execute any documents take any actions necessary and appropriate to effectuate the purposes of this resolution.

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Account to be charged:	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub- Unit	Object/ Sub Object	Trust Account	Dollars
Title III-B	263	85	686Z	GRNT	4380	T-686	\$48,516.00

Budget Funding Year(s): 2024 Start Date: 01/01/24 End Date: 12/31/24  
(must match resolution)

	County	
	Tax Dollars:	<u>\$0</u>
Funding Source	State Aid:	<u>\$0</u>
<u>\$48,516.00</u>	Federal Aid:	<u>\$48,516.00</u>
(must match resolution)	Other:	<u>\$0</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/14/2024 - RAYMOND SULKY, SECRETARY