



Memorandum
Department of Senior Programs and Services

102850

DATE: August 16, 2023

TO: Board of Acquisition and Contract

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

RE: Request for authority for the County of Westchester acting by and through its Department of Senior Programs and Services to:

- a) amend a resolution approved on September 1, 2022 that authorized the County to enter into an agreement with Family Service Society of Yonkers to provide Family Caregiver Support Services under Title III-E of the Older Americans Act, as amended, and its implementing regulations for the period commencing on May 1, 2022 and continuing through December 31, 2022 in an amount not-to-exceed \$31,170 in federal funds in order to correct and reflect that each additional one-year period is an Extension Term; and
- b) amend an agreement with Family Service Society of Yonkers for the provision of the aforementioned services in order to exercise the first of four additional one-year periods in order to extend the term of the agreement, for the period commencing retroactively on January 1, 2023 and continuing through December 31, 2023 in an amount not-to-exceed \$45,100 in federal funds;

By resolution approved on September 1, 2022 (the "September 1st Resolution"), your Honorable Board authorized the County of Westchester (the "County") acting by and through its Department of Senior of Programs and Services (the "Department" or "DSPS") to enter into an agreement (the "Agreement") with the Family Service Society of Yonkers ("FSSY" or the "Contractor") pursuant to which FSSY would provide Family Caregiver Support Services for County grandparents/relative caregivers, 55 and older of children under 18 years old (the "Services"), in accordance with Title III, Part E, Subpart 1, Sections 372 and 373 of the Older Americans Act (the "OAA"), as amended, and its implementing regulations (the "Services" or "Program") for the Program period commencing retroactive to May 1, 2022 and continuing through December 31, 2022 (the "Initial Term"). Federal funding for the Initial Term of the Program was in amount not-to-exceed \$31,170, payable based on an agreed-upon unit-cost for actual Services provided and data-entered in the New York State Office for the Aging's "(NYSOFA's") PeerPlace System with FSSY required to contribute \$10,390 in matching funds to the Program. The September 1st Resolution also stipulated that the County in its sole and complete discretion, may increase or decrease the not-to-exceed amount of the Agreement, subject to, among other things, the availability of funds and the County obtaining all necessary legal approvals. The Agreement was subsequently executed.

The September 1st Resolution further stipulated that the County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional one (1) year periods (each an "Option Term") on the same terms and conditions as the Initial Term, except that the unit-costs for the Initial Term and any extension term may vary each year, subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest, noting that subsequent Option Terms will be for the program period commencing on January 1st and terminating on December 31st. However, it should be noted that the original executed Agreement referred to each additional one-year period as an Extension Term. Therefore, the County through its Department would like to retroactively amend the September 1st Resolution to reflect that each additional one-year period is an Extension Term.

The County has determined that it would like to extend the Agreement for the 2023 Program period and now seeks the authority of your Honorable Board to amend the Agreement with the Contractor to provide the Services in order to exercise the County's first of its four (4) Extension Terms under the Agreement, for the Program period commencing retroactively on January 1 2023 and continuing through December 31, 2023 (the "First Extension Term"). Federal funding for the Services will be in an amount not-to-exceed \$45,100, payable based on the agreed-upon unit-costs for actual Services provided and data-entered in the NYSOFA's PeerPlace System with FSSY required to contribute \$15,034 in Contractor matching funds to the Services.

In order to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), which requires a market/cost analysis to be performed before exercising an Extension Term, the Department solicited price quotes from various entities as a further means of finding other potential and suitable entities to provide the Services at cost-effective rate/s. After carefully assessing the results of the market/cost analysis, the Department has determined that some of FSSY's rates are the cheapest to provide the Services in comparison to the other entities solicited from the market/cost analysis. Furthermore, FSSY is the only entity that could provide all Services under one agreement. Therefore, the Department recommends exercising the First Extension Term under the Agreement with FSSY, because it is well positioned and able to link families to desperately needed programs as necessary. FSSY also partners with Legal Services of the Hudson Valley and Westchester Jewish Community Services to address issues related to kinship care and actively provides caregiver services to families in the County. In addition to the aforementioned, the Contractor has successfully provided the Services under the Initial Term and in prior agreements with the County.

For the 2022 program year, FSSY provided 426 units of Information, 337 units of Assistance services with a total of 53 unduplicated clients, 16 sessions and 70 caregivers/Units of Support Group, 70.5 hours and 36 sessions/units of Counseling, 254.25 hours and 74 sessions/units of Training, 12 units of Outreach and 134 units of Public Information.

Except as specifically to be amended as described herein, all other terms and conditions set forth in the Agreement would remain in full force and effect.

Accordingly, I recommend adoption of the 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 amend a resolution approved on September 1, 2022 that authorized the County to enter into an agreement (the "Agreement") with Family Service Society of Yonkers ("FSSY" or the "Contractor") to provide Family Caregiver Support Services for County grandparents/relative caregivers, 55 and older of children under 18 years old (the "Services") under Title III-E of the Older Americans Act, as amended and its implementing regulations ("Program"), for the Program period commencing on May 1, 2022 and continuing through December 31, 2022 in an amount not-to-exceed \$31,170 in federal funds in order to correct and reflect that each additional one-year period is an Extension Term; and be it further

RESOLVED, that the County acting by and through its Department is further authorized to amend the Agreement with FSSY to provide the aforementioned Services in order to exercise the first (1st) of four (4) Extension Terms to extend the term of the Agreement for the Program period commencing retroactively on January 1, 2023 and continuing through December 31, 2023 (the "First Extension Term"). Federal funding for the First Extension Term will be in an amount not-to-exceed \$45,100, payable based upon the agreed-upon unit-costs for actual Services provided and data-entered in the New York State Office for the Aging's PeerPlace System (the "First Amendment"); and be it further

RESOLVED, that FSSY is required to contribute \$15,034 in Contractor matching funds to the Services for the First Extension Term; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain in full force and effect; 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.

BUDGET PAGE FOLLOWING

Agreement: \$31,170
 First Amendment: \$45,100
 Total: \$76,270

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub-Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448Y	GRNT	4380	T448	\$45,100
Budget Funding Year(s) (must match resolution)	<u>2023</u>		Start Date		<u>1/1/2023</u>		End Date <u>12/31/2023</u>
Funding Source	County Tax Dollars		\$ _____				
	State Aid		\$ _____				
<u>\$45,100</u> (must match resolution)	Federal Aid		<u>\$45,100</u>				

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/07/2023 - RAYMOND SCULKY, SECRETARY