

**111782**

**DATE:** August 28, 2025

**TO:** Board of Acquisition & Contract

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

**RE:** Authority to amend an agreement with Caring Professionals, Inc. for the provision of Homemaking/Personal Care Services and Consumer Directed In-Home Services for the elderly under Title III-B of the Older Americans Act, in order to exercise the second (2<sup>nd</sup>) of the County's four (4) Extension Terms to extend the term of the agreement one (1) year for the period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 in the amount not to exceed \$75,664.00 in federal funds.

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By resolution approved on April 27, 2023 (the April 27<sup>th</sup> Resolution) your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), to enter into an agreement (the "Initial Agreement") with Caring Professionals, Inc. ("Caring Professionals"), for the provision of Homemaker/Personal Care Services and Consumer Directed In-Home Services for the elderly (the "Services") under Title III-B of the Older Americans Act, (the "Program") for the period from January 1, 2023 through December 31, 2023 (the "Initial Term"), for an amount not to exceed \$75,664.00 in federal funds. The April 27<sup>th</sup> Resolution further authorized the County, at its sole option, to extend the term of the Initial Agreement for up to four (4) additional one (1) year extension terms of one (1) year each (each an "Extension Term"), on the same terms and conditions as the Initial Term, except that the unit costs may vary each year as agreed upon by the parties and except for the not-to-exceed amounts, which remained undetermined for each subsequent extension term. The Initial Agreement was subsequently executed.

Thereafter, by resolution approved on March 7, 2024, your Honorable Board authorized the County to amend the Initial Agreement with Caring Professionals, for the provision of the Services, in order to exercise the first (1<sup>st</sup>) of the County's four (4) one (1) year renewal options authorized under the Agreement for the period commencing retroactively from January 1, 2024 and continuing through December 31, 2024 (the "First Extension Term") for an amount not-to-exceed \$75,664.00 in federal funds (the "First Amendment"). The First Amendment was subsequently executed.

The Initial Agreement and First Amendment are referred to herein as the "Agreement".

The County through the Department has determined that it would like to further extend the term of the Agreement for the 2025 Program period. Accordingly, authority is now respectfully requested from your Honorable Board to amend the Agreement, in order to exercise the second (2<sup>nd</sup>) of the County's four (4) Extension Terms under the Agreement to provide Services for the Program period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 (the "Second Extension Term") for the not to exceed amount of \$75,664.00 in federal funds (the "Second Amendment").

The proposed Second Amendment is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xix thereof, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens . . .". However, the proposed Second Amendment is also subject to 2 CFR Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, that mandates a market/price analysis be conducted before the County can exercise an option to extend the Agreement. In furtherance of this requirement, the Department contacted three (3) additional homecare agencies for the provision of the Services, and all three (3) responded with price proposals. After careful consideration, Caring Professionals was selected to provide the Services because, based on the criteria set forth in the RFP, the Department determined that Caring Professionals's proposal met the required specifications and facilitated the acquisition of the Services of maximum quality at the lowest possible cost under the circumstances.

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed Second Amendment will serve a public purpose by providing supportive services to help maintain County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed Second Amendment are to provide the homebound elderly population with benefits and services available to them in the community.

The goals and objective of the proposed Second Amendment will be tracked and monitored through monthly reporting activities and onsite reviews to determine if the performance goals and objectives of the Agreements are being met in a fiscally responsible and appropriate fashion.

Accordingly, I respectfully recommend your Honorable Board's approval of the attached Resolution.

MC/BL/ran

## RESOLUTION

UPON A COMMUNICATION FROM MAE CARPENTER, 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 its agreement with Caring Professionals, Inc. ("Caring Professionals"), for the provision of Homemaker/Personal Care Services and Consumer Directed In-Home Services for the elderly (the "Services") under Title III-B of the Older Americans Act (the "Program"), as amended (collectively, the "Agreement") in order to exercise the second (2<sup>nd</sup>) of the County's four (4) one (1) year Extension Terms to extend the term of the Program period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 (the "Second Extension Term") for the not-to-exceed amount of \$75,664.00 in federal funds, payable based upon the agreed upon unit costs for the actual services provided and data entered into the New York State Office for the Aging's PeerPlace System; and be it further

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

**RESOLVED**, that the Agreement with Caring Professionals is subject to County appropriations; and be it further

**RESOLVED**, that the Agreement with Caring Professionals 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 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 the Agreement with Caring Professionals or renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to Caring Professionals, then Caring Professionals 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: \$75,664.00  
 First Amendment: \$75,664.00  
 Second Amendment: \$75,664.00  
**Total: \$226,992.00**

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	A686	GRNT	4380	T686	\$75,664.00

Budget Funding Years 2025  
(must match resolution)

Start Date: 1/1/2025

End Date: 12/31/2025

County Tax Dollars: \$0

Funding Source

\$75,664

(must match resolution)

State Aid: \$0

Federal Aid: \$75,664

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/11/2025 - RAYMOND SCULKY, SECRETARY