

112199

DATE: October 7, 2025

TO: Honorable Board of Acquisition & Contract

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

RE: Resolution authorizing the County of Westchester, acting by and through its Department of Senior Programs & Services, to amend an agreement with DOROT, Inc., for 'In-Home Contact & Support Services' (not 'Consumer Directed') to elderly Westchester residents in order to i) include a County option to extend the term of the Agreement for one (1) additional one (1) year period; and ii) exercise the County's option, retroactively extending the term of the agreement for the period from January 1, 2025 through December 31, 2025, for an amount not-to-exceed \$68,516.00, payable on a unit cost basis.

On or about November 21, 2023, the County of Westchester ("County"), acting by and through its Department of Senior Programs & Services (the "Department"), issued a request for proposals ("RFP") that solicited proposals to provide the 'In-Home Contact & Support Services' (not 'Consumer Directed') to elderly persons 60 years or older residing in Westchester County (the "Services"). DOROT, Inc., submitted a proposal in response to the RFP and was selected to provide the Services. The RFP indicated that the anticipated term of the Agreement would be from January 1, 2024 to December 31, 2024, with the County having the option, in its sole discretion, to extend the term of the Agreement for up to four (4) additional one year (1) periods.

By resolution approved on November 14, 2024 (the "November 14th Resolution"), your Honorable Board authorized the County, to enter into an agreement (the "Agreement") with DOROT, Inc. (the "Contractor" or "DOROT"), pursuant to which DOROT agreed to provide 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. The term of the Agreement commenced on January 1, 2024 and continued through December 31, 2024, for an amount not-to-exceed \$48,516.00, payable on a unit cost basis for Services actually provided and for which date is entered into the New York State Office For the Aging's PeerPlace System, with DOROT contributing \$5,392.00 in matching funds toward the cost of implementing the Services. The Agreement was duly executed.

The Department now wishes to exercise its first option as contemplated by the RFP, however, due to an administrative oversight, the option terms were not incorporated into the November 14th Resolution or the Agreement.

Accordingly, in order to correct this oversight, authority is now respectfully requested to amend the Agreement in order to include one County option to extend the term of the Agreement for one (1) year and retroactively extend the term of the Agreement for the period from January 1, 2025 through December 31, 2025 (the "Option Term"). As consideration for Services rendered during the Option Term, DOROT will be paid an amount not-to-exceed \$68,516.00, payable on a unit cost basis for Services actually provided. Additionally, it should be noted that DOROT will be required to contribute \$7,614.00 in matching funds toward the cost of implementing the Services during the Option Term (the "First Amendment").

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

As previously mentioned, in accordance with the Westchester County Procurement Policy and Procedures, the Department issued an RFP for the Services on November 21, 2023, which contemplated the Option Term. In addition, the proposed First Amendment is also subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations") which mandates that a market/price analysis be conducted before the County can exercise an option to extend the Agreement. Therefore, in an effort to comply with this requirement, the Department solicited price proposals from qualified agencies to determine if it could find providers to better provide the Services. After a careful review of the price proposals, the Department has determined that DOROT currently provides the type of programs that are the most advantageous to the County at the most reasonable unit cost for the services. As a result, the Department believes that it is prudent to exercise the County's option under the current Agreement for the Services from the current Contractor for 2025.

The goals and objectives of the proposed First Amendment are to assist frail, homebound seniors, so that they may remain in their homes and age in place within their communities for as long as possible. The goals and objectives of the proposed First Amendment are in the best interests of the County in terms of fiscal responsibility because the provision of the Services reduces the likelihood of costly, premature institutionalization, which in turn results in savings for the County. The goal and objective of the proposed First Amendment will be tracked and monitored by the Department. In 2024 DOROT provided 3,185 units of Telephone Reassurance to 328 unduplicated participants; 444 units of Friendly Visiting units to 120 unduplicated participants and 262 units of University Without Walls to 43 unduplicated participants.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

MC/BL/SJC

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 (the “Department”), is hereby authorized to amend an agreement with DOROT, Inc. (“DOROT”), pursuant to which DOROT agreed to 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 a term commencing on January 1, 2024 and continuing through December 31, 2024, for an amount not-to-exceed \$48,516.00, payable on a unit cost basis for Services actually provided, in order to include one County option to extend the term of the Agreement for one (1) year; and retroactively extend the term of the Agreement for the period from January 1, 2025 through December 31, 2025 (the “Option Term”); and be it further

RESOLVED, that in consideration for Services rendered during the Option Term, DOROT shall be paid a total amount not-to-exceed \$68,516.00, payable on a unit cost basis for the Services actually provided; and be it further

RESOLVED, that DOROT will be required to contribute \$7,614.00 in matching funds toward the cost of implementing the Services during the Option Term; and be it further

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

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.

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	\$68,516.00

Budget Funding Year(s) 2025
(must match resolution)

Start Date: 1/1/2025

End Date: 12/31/2025

Funding Source
\$68,516.00

(must match resolution)

County Tax Dollars: \$0

State Aid: \$0

Federal Aid: \$68,516.00

Other: \$0

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/24/2025 - RAMOND SCULKY, SECRETARY