

**95787**

**DATE:** August 30, 2022

**TO:** Board of Acquisition and Contract

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

**RE:** Request authority for the County of Westchester to enter into an agreement with Westchester Public/Private Membership Fund for Aging Services, Inc. to provide Diabetes Self-Management Program Workshops for a term retroactive to June 1, 2022 and continuing through September 30, 2024 for an amount not-to-exceed \$111,293, payable with American Rescue Plan Act of 2021 - PHC6 federal grant funds, pursuant to an approved budget.

The County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department" or "DSPS"), seeks authority from your Honorable Board to enter into an agreement (the "Agreement") with Westchester Public/Private Membership Fund for Aging Services, Inc. ("WPPM" or the "Contractor") to provide Diabetes Self-Management Program Workshops services to County residents age fifty-five (55) years or older and/or their caregivers (the "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act ("ARPA") of 2021 PHC6 Program ("ARPA - PHC6"), which corresponds with Title III-D of the Older Americans Act, as amended, for a term commencing retroactive to June 1, 2022 and continuing through September 30, 2024. The Agreement will be for an amount not-to-exceed \$111,293 in ARPA – PHC6 federal grant funds awarded to the County by the New York State Office for the Aging ("NYSOFA") for actual services provided and line-items budgeted, pursuant to an approved budget.

WPPM will be required to provide three (3) separate budgets for each of the three years of the Agreement. However, any unexpended funds during the first or second year can be utilized up until the last day of the program period to allow for maximum utilization of the funds, and would require a budget modification to be approved by the Department without the need to seek the further approval of your Honorable Board to make the modification.

The proposed Agreement will serve a public purpose by providing evidence-based workshops that are intended to provide County residents fifty-five (55) and older and their caregivers with information and skill-building for better management of Type 2 Diabetes.

The goals and objectives of the proposed Agreement are to assist clients to remain in their homes as long as possible by optimally maintaining their physical and mental well-being.

The goals and objectives of the proposed Agreement are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow seniors to remain at home thus preventing costly institutionalization. These evidence-based programs have demonstrated that participation results in health care cost savings from fewer emergency room visits and hospital utilization.

The goals and objectives of the proposed Agreement will be tracked and monitored on an ongoing basis through monthly reports and regular overview and visits by Department staff.

Although the proposed Agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (xix) thereof, it is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), which require a competitive procurement. As such, on February 14, 2022 the Department issued a Request for Proposals ("RFP") to solicit price proposals from qualified agencies to provide the Program. The Proposal due date was March 16, 2022. In an effort to solicit as many proposers as possible, the Department posted the RFP on the County's website and placed notices in the Journal News on February 14, 2022. Despite these efforts, only one proposal was received in response to the RFP. This proposal was submitted by WPPM. Therefore, the Department further solicited price quotes from six (6) entities as a further means of finding other potential and suitable entities to provide the Services. These entities are NYC Office for the Aging, Institute for Family Health, Temple University, Health People, Health Management Services and Community Planning and Advocacy. Unfortunately, Temple University did not respond to the solicitation and the other five (5) entities are not able to provide all of the Services in one agreement. Furthermore, after carefully evaluating WPPM's proposal with reference to the evaluation criteria set forth in the RFP, it was determined that WPPM's proposal met the required specifications and maximizes the Services in accordance with the budgeted amount, and it is the only entity that can provide all the Services under one agreement. Accordingly, the Department recommends entering into an Agreement with the WPPM to provide the Services. It should be noted that WPPM has extensive experience in delivering health self-management workshops and has successfully provided these workshops through prior agreements with the County.

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 the Department of Senior Programs and Services (the "Department"), is hereby authorized to enter into an agreement (the "Agreement") with Westchester Public/Private Membership Fund for Aging Services, Inc. ("WPPM" or the "Contractor") to provide Diabetes Self-Management Program Workshops services to County residents age fifty-five (55) years or older and/or their caregivers (the "Program"). The Program shall be conducted in accordance with the American Rescue Plan Act ("ARPA") of 2021 PHC6 ("ARPA - PHC6"), which corresponds with Title III-D of the Older Americans Act, as amended, for a term commencing retroactive to June 1, 2022 and continuing through September 30, 2024. The Agreement will be for an amount not-to-exceed \$111,293 in ARPA – PHC6 federal grant funds awarded to the County by the New York State Office for the Aging ("NYSOFA") for actual services provided and line-items budgeted, pursuant to an approved budget; and be it further

**RESOLVED,** that pursuant to the terms of the Agreement, any unexpended funds incurred during the first or second year of the Agreement may be utilized up until the last day of the program period to allow for maximum utilization of the funds, subject to budget modification by the Department without further need of approval from the County Board of Acquisition & Contract; 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: \$111,293

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
PHC6	263	85	W052	GRNT	4380	G052	\$111,293
Budget Funding Year(s) (must match resolution)	2022 - 2024		Start Date	6/1/2022		End Date	9/30/2024
Funding Source	Tax Dollars		\$0				
	State Aid		\$0				
\$111,293 (must match resolution)	Federal Aid		\$111,293				

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/23/2022 - RAYMOND SCULKY SECRETARY