COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

November 18, 2013

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

Re: Authorization to contract with Home Delivered Meals and Congregate Dining programs food vendors

Dear Honorable Members:

The attached resolution requests authorization for the Department of Senior Services to enter into contracts with four not for profit agencies, selected through an RFP process, to provide meals for the Home Delivered Meals and Congregate Dining programs for the three year period January 1, 2014 to December 31, 2016.

Should your Honorable Body require any further information, I encourage you to contact Commissioner Randy Hoak in the Department of Senior Services. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: Randy Hoak, Commissioner, Department of Senior Services

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Senior Services
Re: Authorization to contract with Home Delivered Meals and Congregate Dining programs food vendors
Date: November 8, 2013

SUMMARY

The attached resolution requests authorization for the Department of Senior Services to enter into three year contracts with four not for profit agencies, selected through an RFP process, to provide meals for the Home Delivered Meals and Congregate Dining programs for the period January 1, 2014 to December 31, 2016. The County in its sole discretion may extend the contracts beyond the initial term for up to two additional one year periods.

Home Delivered Meals Program agencies	**Congregate Dining Program Agencies**
Meals on Wheels of Western New York, Inc.	Meals on Wheels of Western New York, Inc.
Town of Amherst by and through the Amherst Center for Senior Services	Town of Amherst by and through the Amherst Center for Senior Services
Kenmore Tonawanda Meals on Wheels, Inc., d/b/a Ken-Ton Meals on Wheels	The Salvation Army, a New York Corp.

FISCAL IMPLICATIONS

The Home Delivered Meals and Congregate Dining programs are funded with Federal and State grant monies along with participant contributions and local County share funds, encompassing various departmental nutrition grants. Appropriation amounts for the first contract year (January 1, 2014 to December 31, 2014), shall not exceed the amounts appropriated for the agencies in the 2014 adopted County budget for the Home Delivered Meals and Congregate Dining Program, with amounts for subsequent contract years to be determined by appropriations available in each of those contract year's County budget.

REASONS FOR RECOMMENDATION

Multi-year contracts for food preparation and delivery for both programs assist the Department of Senior Services and agencies operational planning, both financially and programmatically.

BACKGROUND INFORMATION

The Home Delivered Meal program assists high risk frail elderly maintain their independence by providing them with meals delivered to their homes, while the Congregate Dining program provides a hot noon meal at 45 sites throughout Erie County.
The Department of Senior Services utilized an RFP process to select meal providers for both programs, to ensure that quality meals, at economical prices, will be available for the seniors of Erie County.

The three selected Congregate Dining agencies happen to be the program's current meal providers and have been so for a number of years. While Meals on Wheels of Western NY is also a current meal provider for the Home Delivered Program, and has been so for approximately the last three decades, Amherst and Ken-Ton Meals on Wheels will be new subcontractors, in the Home Delivered Meal program. For the first time, the Department of Senior Services will utilize available Federal, State and County monies to provide home delivered meals to eligible seniors in the Towns of Amherst and Tonawanda, which together contain 24% of all seniors living in Erie County.

CONSEQUENCES OF NEGATIVE ACTION

Senior Services would be unable to operate the Home Delivered Meals and Congregate Dining programs encompassing various departmental nutrition grants after December 31, 2013.

STEPS FOLLOWING APPROVAL

The Department of Senior Services will obtain fully executed contracts with the four agencies.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF SENIOR SERVICES

RE: Authorization to contract with Home Delivered Meals and Congregate Dining programs food vendors

WHEREAS, the Home Delivered Meal program assists high risk homebound elderly persons maintain their independence by providing them with nutritious meals; and

WHEREAS, the Congregate Dining program helps elderly persons maintain their nutritional well-being and social independence by providing a hot noon meal at 45 meal sites throughout Erie County; and

WHEREAS, the Department of Senior Services recently conducted an RFP process to obtain proposals from entities desiring to prepare and deliver meals for the Home Delivered Meals and Congregate Dining Programs encompassing various departmental nutrition grants and now desires to enter into multi-year contracts with the selected agencies; and

WHEREAS, Senior Services has selected the Salvation Army, a New York Corp., and Town of Amherst by and through the Amherst Center for Senior Services, to prepare on-site congregate meals at the dining site each agency operates; and

WHEREAS, Senior Services has selected Meals on Wheels of Western New York, Inc., to prepare and deliver meals to the remaining congregate dining sites; and

WHEREAS, Senior Services has selected three agencies, Meals on Wheels of Western New York, Inc., Town of Amherst by and through the Amherst Center for Senior Services and Kenmore Tonawanda Meals on Wheels, Inc., d/b/a Ken-Ton Meals on Wheels to prepare and deliver meals to eligible homebound elderly; and

WHEREAS, the three selected Congregate Dining agencies, happen to be the program's current meal providers and have been so for a number of years, while Meals on Wheels of Western NY is also a current meal provider for the Home Delivered Program, and has been so for approximately the last three decades; and

WHEREAS, Amherst and Ken-ton Meals on Wheels will be new subcontractors of the Department's Home Delivered Meal program, as for the first time, the Department of Senior Services will utilize available Federal, State and County monies to provide home delivered meals to eligible seniors in the Towns of Amherst and Tonawanda, which together contain 24% of all seniors living in Erie County.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive be and hereby is authorized to contract for the three year period January 1, 2014 to December 31, 2016 (The County in its sole discretion may extend the Contracts beyond the initial term for up to two (2) additional one (1)-year periods) for food preparation and delivery to approved homebound clients of the County's Home Delivered Meal program with Meals on Wheels of Western New York, Inc., Town of Amherst by and through the Amherst Center for Senior Services and Kenmore Tonawanda Meals on Wheels, Inc., d/b/a Ken-Ton Meals on Wheels, in amounts not to exceed the appropriations in each contract year's County budget; and be it further

RESOLVED, that the County Executive be and hereby is authorized to contract for the three year period January 1, 2014 to December 31, 2016 (The County in its sole discretion may extend the Contracts beyond the initial term for up to two (2) additional one (1)-year periods) for food preparation and delivery to congregate dining sites for the County's Congregate Dining program with Meals on Wheels of Western New York, Inc., Town of Amherst by and through the Amherst Center for Senior Services, and the Salvation Army, a New York Corp., in amounts not to exceed the appropriations in each contract year's County budget; and be it further

RESOLVED, that the appropriation amounts for the first contract year (January 1, 2014 to December 31, 2014), shall not exceed the amounts appropriated for the agencies in the 2014 adopted County budget for the Home Delivered Meals and Congregate Dining Program encompassing various departmental nutrition grants, with amounts for subsequent contract years to be determined by appropriations available in each of those contract year's County budget; and be it further

RESOLVED, that the County Executive is hereby authorized to amend the contracts encompassing various departmental nutrition grants to reflect changes in the amount of Federal, State and non-County funds available in each contract year; and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to adjust items of appropriations and revenues which may be impacted by changes in Federal, State and non-County funds in the various departmental nutrition grants; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, the Division of Budget and Management, the Comptroller's Office, and the Department of Senior Services.