

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: June 21, 2011 Consent Regular
 Ordinance Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Senior Services (DOSS)

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) amendment No. 001 to Standard Contract No. XI311 (R2010-1494) for the Senior Companion Program (SCP) with the Florida Department of Elder Affairs (DoEA) for the period July 1, 2010, through June 30, 2011; and
- B) renewal Contract No. XI312 to Standard Contract No. XI311 (R2010-1494) for the SCP with the DoEA for the period July 1, 2011, through June 30, 2012, in an amount not to exceed \$4,459.

Summary: Amendment No. 001 will revise the SCP budget summary, program mission statement and contract compliance requirements. The Renewal Contract No. XI312 provides the Division of Senior Services \$4,459 for volunteer support services such as level II background checks, training, supplies, and volunteer recognition. No County match is required. (DOSS) Countywide (TKF)

Background and Justification: SCP was developed to improve the lives of seniors through volunteering. SCP volunteers, age 55 and older, provide in-home respite, companionship, and one-on-one assistance to elders in congregate meal sites and adult day care centers. DoEA provides mileage paid directly to the volunteer and reimburses DOSS for volunteer support services. Supervision for the volunteers will be provided by DOSS. Stipends, meals and mileage will be provided by the DoEA. Because this contract is generated by a State entity, the Inspector General (IG) language is not included.

Attachments:

1. Amendment No. 001
2. Renewal Contract No. XI312

Recommended by:  6/1/11 Date

Department Director

Approved By:  6/13/11 Date

Assistant County Administrator

II. FISCAL ANALYSIS IMPACT

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>4,459</u>	_____	_____	_____	_____
External Revenue	<u>(4,459)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u> * see below	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes X No _____
 Budget Account No.: Fund 1006 Dept. 144 Unit 1452 Obj. VAR.
 Program Code VAR

B. Recommended Sources of Funds/Summary of Fiscal Impact:

* State funds through the Department of Elder Affairs. No Fiscal Impact.

Departmental Fiscal Review: Tauna Malhotra
 6/11/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 6/7/11
 OFMB VA

[Signature] 6/13/11
 Contract Administration

B. Legal Sufficiency:

[Signature] 6/13/11
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

This AMENDMENT, entered into by the State of Florida, Department of Elder Affairs, hereinafter referred to as the "Department", and Palm Beach County Board of County Commissioners, hereinafter referred to as the "contractor", amends contract XI311.

The purpose of this amendment is to: revise and replace Attachment VII, Senior Companion Program Budget Summary. Additionally, this amendment (1) amends Paragraph 7.2 of the Standard Contract and (2) amends Attachment I (Statement of Work).

The purpose of this amendment is to amend the following contract sections (Paragraphs and Attachments):

STANDARD CONTRACT:

(1) Paragraph 7.2 of the Standard Contract is hereby amended to read:

7.2 Comply with requirements of s.287.258, F.S. as amended.

ATTACHMENT I (STATEMENT OF WORK):

(1) Paragraph 1.2 of Attachment I is hereby amended to read:

1.2 DEPARTMENT MISSION STATEMENT

The Department's mission is to foster an optimal quality of life for elder Floridians. The Department's vision and shared values are to foster a social, economic and intellectual environment for all ages, and especially those age 60 and older, where all can enjoy Florida's unparalleled amenities in order to thrive and prosper. Area agencies, lead agencies and local service providers as partners and stakeholders in Florida's aging services network are expected to support the Department's mission, vision, and program priorities.

(2) Paragraph 1.3.2.1 of Attachment I is hereby introduced to read:

1.3.2.1 Incorporation of Reference Memoranda

In accordance with s. 287 F.S., as amended and Department of Financial Services', Chief Financial Officer Memoranda, the following memoranda are hereby incorporated by reference:

- (1) CFO Memo No. 02: Release date, August 20, 2010;
- (2) CFO Memo No. 03: Release date, June 29, 2010; and
- (3) CFO Memo No. 06: Release date, June 30, 2010.

(3) Paragraph 2.3.3 of Attachment I is hereby amended to read:

2.3.3 Use of Subcontractors

If this contract involves the use of a subcontractor or third party, then the contractor shall not delay the implementation of its agreement with the subcontractor. If any circumstances occur that may result in a delay for a period of 60 days or more of the initiation of the subcontract or in the performance of the subcontractor, the contractor shall notify the department's Contract Manager and the department's Chief Financial Officer in writing of such delay.

The contractor shall not permit a subcontractor to perform services related to this agreement without having a binding subcontractor agreement executed. In accordance with Paragraph 24.1 of the Standard Contract, the department will not be responsible or liable for any obligations or claims resulting from such action.

CONTRACT ATTACHMENTS:

(1) Attachment VII, Senior Companion Program Budget Summary, is hereby replaced with the revised Attachment VII, Senior Companion Program Budget Summary, and attached hereto.

This amendment shall be effective on the last date that the amendment has been signed by both parties.

All provisions in the agreement and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the agreement.

This amendment and all of its attachments are hereby made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this 3 page amendment to be executed by their officials there unto duly authorized.

Contractor: PALM BEACH COUNTY BOARD
OF COUNTY COMMISSIONERS

STATE OF FLORIDA,
DEPARTMENT OF ELDER AFFAIRS

SIGNED BY: _____

SIGNED BY: _____

NAME: Karen T. Marcus

NAME: CHARLES T. CORLEY

TITLE: Chair

TITLE: INTERIM SECRETARY

DATE: _____

DATE: _____

FEDERAL ID NUMBER: 59-6000785

Fiscal Year End Date: 12/31

**APPROVED AS TO TERMS
AND CONDITIONS**

BY: 
DEPARTMENT HEAD

Senior Companion Program Budget

XI311 DOSS		FROM:	CONTRACT	TO:	
Period Covered:		07/01/10		06/30/11	
A. CONTRACT BUDGET			Contract Total	Local Funds	Total Outlays
Volunteer Support Expenses:					
	0.00	0.00	0.00	0.00	0.00
Level II Background Checks	400.00	0.00	400.00	0.00	400.00
Volunteer Training & Supplies	2,857.00	0.00	2,857.00	0.00	2,857.00
Volunteer Recognition	988.00	0.00	988.00	0.00	988.00
Volunteer Physicals	214.00	0.00	214.00	0.00	214.00
TOTAL REIMBURSEABLE CONTRACT AMOUNT	4,459.00		4,459.00		4,459.00
B. VOLUNTEER BENEFITS TO BE MANAGED BY PAYROLL VENDOR					
Volunteer Expenses:					
Stipends					
5 VSYS	13,835.00	0.00	13,835.00	0.00	13,835.00
	0.00	0.00	0.00	0.00	0.00
Stipends Subtotal:	13,835.00	0.00	13,835.00	0.00	13,835.00
Other Service Related Costs:					
Meals	3,540.00	0.00	3,540.00	0.00	3,540.00
Volunteer Mileage	1,700.00	0.00	1,700.00	0.00	1,700.00
Support Costs Subtotal:	5,240.00	0.00	5,240.00	0.00	5,240.00
Subtotal	19,075.00	0.00	23,534.00	0.00	19,075.00
Total Volunteer Expense:					
	19,075.00	0.00	\$19,075.00	0.00	19,075.00
	Total:	19,075.00			

REQUIRED VOLUNTEER HOURS:
 Total of 5,220 hours funded by Federal Funds
TOTAL HOURS TO BE PERFORMED: 5,220

Attestation Statement

Agreement/Contract Number _____

Amendment Number _____

I, Karen T. Marcus, Chair, attest that no changes or revisions have been made to the
(Recipient/Contractor representative)

content of the above referenced agreement/contract or amendment between the Department of Elder Affairs
and

Palm Beach County Board of County Commissioners.
(Recipient/Contractor name)

The only exception to this statement would be for changes in page formatting, due to the differences in
electronic data processing media, which has no affect on the agreement/contract content.

Signature of Recipient/Contractor representative

Date

DOEA Contract Manager to initial and date indicating signatures/initials appropriate on all documents; ready
for DOEA Secretary/designee signature

initial

date

STATE OF FLORIDA
Department of Elder Affairs

CONTRACT RENEWAL FORM
SENIOR COMPANION PROGRAM

CONTRACT RENEWAL #XI312

ORIGINAL CONTRACT #XI311

THIS RENEWAL is entered into between the State of Florida, Department of Elder Affairs, hereinafter referred to as the "department" and Palm Beach County Board of County Commissioners, hereafter referred to as the "contractor."

As stated on Page 1, Paragraph 5, of Contract #XI311, the department is exercising its option to renew this contract if mutually agreed to by both parties. This renewal will begin on July 1, 2011 and end on June 30, 2012 and the contract amount for this renewal period will not exceed \$4,459.00 as stated in the original contract.

All terms and conditions of said original Contract and any supplements and amendments thereto shall remain in force and effect for this renewal.

IN WITNESS THEREOF, the parties have executed this Renewal by their undersigned officials as duly authorized.

Contractor: PALM BEACH COUNTY BOARD
OF COUNTY COMMISSIONERS

STATE OF FLORIDA,
DEPARTMENT OF ELDER AFFAIRS

SIGNED BY: _____

SIGNED BY: _____

NAME: Karen T. Marcus

NAME: CHARLES T. CORLEY

TITLE: Chair

TITLE: INTERIM SECRETARY

DATE: _____

DATE: _____

Federal Tax ID: 59-6000785
Fiscal Year Ending Date: 12/31
Original Contract Period: July 1, 2010 – June 30, 2011

APPROVED AS TO TERMS
AND CONDITIONS

BY: _____

RENEWAL IS NOT VALID UNTIL SIGNED AND DATED BY BOTH PARTIES.

Attestation Statement

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Amendment Number _____

I, Karen T. Marcus, Chair, attest that no changes or revisions have been made to the
(Recipient/Contractor representative)

content of the above referenced agreement/contract or amendment between the Department of Elder Affairs and

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Date

DOEA Contract Manager to initial and date indicating signatures/initials appropriate on all documents; ready for DOEA Secretary/designee signature

initial

date