

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Senior Programs for R.C. Office for the Aging**

Contract Period: January 1, 2023 through December 31, 2023 w/4-1 year options

Original Date of Issue: February 22, 2023

Date of Revision:

**RFP No: RFP-RC-2022-008**

**Catalog: Consulting Services**

Authorized Users: Office for the Aging

Address Inquiries To:

Name: Sabrina Samuels  
Title: Purchaser II  
Phone: 845-364-3807  
Fax: 845-364-3809  
E-mail: [samuels@co.rockland.ny.us](mailto:samuels@co.rockland.ny.us)

**Description**

This contract is for various senior programs for the Office of the Aging.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 22-008	0000006070	Community Outreach Center Inc. 21 Remsen Avenue, Suite 201 Monsey, NY 10952 Contact: Hersh Horowitz <a href="mailto:hersh@coconline.org">hersh@coconline.org</a>	845-356-9600  Fax: 845-356-9612
RFP 22-008-A	0000005825	Rockland Opportunity Development Association 15 Elyon Road Monsey, NY 10952 Contact: Malya Lax <a href="mailto:mlax@thejnet.com">mlax@thejnet.com</a>	845-659-6011  FAX: 845-356-7359



Edwin J. Day, County Executive

**TITLE: Senior Programs for the Rockland County Office for the Aging**

**RFP NUMBER:  
RFP-RC-2022-008**

**COST PROPOSAL TEMPLATE**

Vendor Name Community Outreach Center

Per Unit rate per person for any location \$ 31.00 ITEM # 9528000001

\*All unit rates must include all expenses related to the program. The County of Rockland Office for the Aging will not be responsible for any additional cost not included in the per unit rate.

Authorized Vendor Signature *Clyde Herwitz*

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive



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**TITLE: Senior Programs for the Rockland County Office for the Aging**

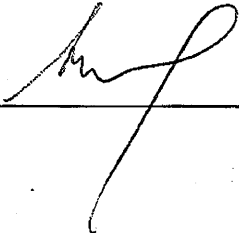
**RFP NUMBER: RFP-RC-2022-008**

**COST PROPOSAL TEMPLATE**

Vendor Name Rockland Opportunity Development Assoc.

Per Unit rate per person for any location \$ 30.00 ITEM #9528000002

\*All unit rates must include all expenses related to the program. The County of Rockland Office for the Aging will not be responsible for any additional cost not included in the per unit rate.

Authorized Vendor Signature 

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# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> RFP 22-008		Page 1 of 1
<b>Contract Dates</b> 01/01/2023 to 12/31/2023		<b>Currency</b> USD
<b>Senior Programs for OFA</b>		<b>Contract Maximum</b> 50,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000006070  
Community Outreach Center Inc  
Hersh Horowitz  
21 REMSEN AVENE  
Suite 201  
Monsey NY 10952

Phone 845/356-9600  
Fax 845/356-9612  
hersh@coconlineorg

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Per Person Rate for Senior Recreational and Educational Program-Community Outreach	95280000001	31.00000	Each

TERMS AND CONDITIONS OF RFP-RC-2022-008 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

## Dept. of General Services

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50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
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**Dispatch via Print**

<b>Contract ID</b> RFP 22-008-A		Page 1 of 1
<b>Contract Dates</b> 01/01/2023 to 12/31/2023		<b>Currency</b> USD
<b>Senior Programs for OFA</b>		<b>Contract Maximum</b> 75,000.00
<b>Freight Terms</b>	<b>Buyer Email</b> samuelss@co.rockland.ny.us	
<b>Buyer</b> SAMUELS, SABRINA	<b>Phone</b>	<b>Fax</b>

**Supplier** 0000005825  
Rockland Opportunity Development Assoc  
Mayla Lax  
15 ELYON ROAD  
Monsey NY 10952

Phone 845/659-6011  
Fax 845/356-7359  
mlax@@thejnet.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Per Person Rate for Senior Recreational and Educational Program - RODA	95280000002	30.00000	Each

TERMS AND CONDITIONS OF RFP-RC-2022-008 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*



**Edwin J. Day, County Executive**

**TITLE: Senior Programs for the Rockland County Office for the Aging**

**RFP NUMBER:  
RFP-RC-2022-008**

### **STATEMENT OF OBJECTIVES**

The Rockland County Office for the Aging requires a program to provide eligible Rockland County Older Adults, 60 years and older a provision of a Senior program that provides recreational and educational activities.

Current programs provide meals and transportation; however, this is not required with this program moving forward. The Rockland County Office for the Aging requires activities organized and scheduled which are designed to foster the health and social well-being of older persons through social interaction and satisfying use of free time. This service may include educational activities as well as sports, performing arts, games, and crafts.

The program shall serve any older adults and ensure equal access for participation, services, activities, and informational sessions without regard to Age, Race, Color, Creed, National Origin, Sex, Disability, Sexual Orientation, Marital Status, Familial Status, Military Status, Arrest or Conviction Record, Predisposing Genetic Characteristics or Victims of Domestic Violence.

The program will ensure that persons with limited English proficiency are informed at service locations of the availability of language assistance, and at a minimum, have a telephonic interpretation service contract or similar community arrangement with a language interpretation services provider of their choice.

The programs currently provide services in the Monsey/Spring Valley area. The program is culturally responsive to the individual's community, cultural background, and beliefs in the area of service.

The provider must have the following available to all eligible older adults:

- Activities organized and scheduled which are designed to foster the health, social well-being of older persons through social interaction and satisfying use of free time.
- Programs may include educational activities as well as sports, performing arts, games and crafts.
- Recreation/education programs geared to improving the health, social welfare, and safety of older adults aged 60 and older;
- Bi-lingual staff, if needed, for participants who share similar background, language, and traditions who might not otherwise participate in such programs due to barriers.
- Outreach services and support services which provide essential information on pertinent senior issues, and referrals to other agencies including Rockland County Office for the Aging.
- Intellectual and social stimulation provided by culturally sensitive professionals with geriatric experience.

### **PROGRAM GOALS & SERVICES**

- Propriety of Services: With regard to any activities/services the provider supports, sponsors or provides under these services, the Provider shall:
  - Refrain from using funds to advance any sectarian effort and ensure that any services to be



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RFP-RC-2022-008

provided shall be secular in nature and scope and in no event shall there be any sectarian, partisan, or religious services, counseling, proselytizing, instruction or other sectarian, partisan, or religious influence undertaken in connection with the provision of such services

- Provide equal participation, services, activities and informational sessions without regard to partisan affiliation
- Grant equal access to candidates regardless of policy views or party affiliation, consistent with 02-PI-19 [9/24/02]
- Refrain and prevent the use by others under its control of official authority, influence or coercion to interfere with or affect elections or nominations for political office
- Refrain from and prohibit any others receiving funds for services or activities for older adults from attempting to coerce or advise other persons to contribute anything of value to a party, committee, organization, agency or person for political purposes, nor engage in any other partisan activities under its auspices
- Recipients of services shall be afforded the opportunity to make a voluntary contribution to the program. This information shall be confidential and in no way affect the future delivery of services for recipients of the program. The amount of the contributions, however, will be submitted to the Rockland County Office for the Aging (RCOFA) monthly and used to expand program services.
- All programs require the collection of salient information in keeping with the requirements of the National Aging Program Information System (NAPIS) for the designated service delivery.
- The number of units of service (number of program attendees, and outreach efforts) shall be provided to the RCOFA at the end of each month and the names of the recipients shall be submitted to RCOFA as unduplicated count monthly.

The following service shall be provided under this contract:

1. Operation of a Senior Program in areas designated by the RCOFA as areas of greatest need.
  - a. The program will be operational a minimum of one day a week and/ or a maximum of 3 days per week. A schedule defining meeting location, dates and times is required at least one month in advance. The RCOFA will be notified if the program needs to be closed for reasons of weather or other emergencies.



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RFP-RC-2022-008**

- b. The program must be open a minimum of 2 hours per session.
- c. The program shall be open to Rockland residents age 60 and older that is appropriate to the environment. A non-senior may attend if they are a younger spouse or present to assist the participant.
- d. A single page minimum data sheet must be completed within two weeks of attendance at the program and relayed to RCOFA for data entry.
- e. The program must schedule organized educational and recreational activities which involve older individuals in courses, workshops and other learning activities, provide games, crafts and other satisfying use of free time. A monthly calendar of activities must be available to participants and to the RCOFA.

## 2. Location(s)

- a. The current programs are located in the Monsey/Spring Valley area. The current designated area of service has been identified as an area in great need. The County of Rockland Office for the Aging must approve the location(s) proposed.
- b. The location is required to have a Certificate of Occupancy.
- c. The current locations have varied occupancy capacity, it is required to provide the square footage and maximum capacity of the proposed location.
- d. Locations must be equipped with an open area for activities.
- e. The provider is responsible for having an established location available upon award. All information about the location must be provided with the proposal.
  - i. All expenses associated with the facility are to be the responsibility of the provider.

## **PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

Prior history and experience, or proven ability in providing services under Official Compilation of Codes, Rules and Regulations of the State of New York, Title 9, Executive Department, Subtitle Y, New York State Office for the Aging, Chapter III. Recreation Program for the Elderly Part 6659 Recreation Program for the Elderly.





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Personnel –The senior program must have a manager. The manager must be a qualified individual with appropriate educational qualifications and a minimum of two (2) years relevant work experience to ensure that activities and services are provided appropriately and in accordance with participants’ needs.

The provider must establish, follow, and have on file for review by the County, written policies, and procedures regarding the operation of the program, including but not limited to:

- Membership guidelines;
- Staffing Plan, including paid and volunteer staff;
- Participants’ rights;
- Records;
- Emergency Preparedness

The program must have an adequate number of qualified staff, which may include volunteers, to perform all functions to ensure the health, safety, and welfare of participants.

The provider must be in compliance with all New York State regulations in accordance with NYSOFA guidelines and hold a valid Certificate of Occupancy.

Rockland County OFA reserves the right for a minimum of one structured visit and one unannounced visit to the vendors location annually.

The provider shall have written policies and procedures concerning all aspects of the program including:

- Personnel, organizational structure, and staff functions, orientation and training;
- Program monitoring, assessment, and reporting;
- Client eligibility and targeting, contributions policies, and participant input on service design and provision.

The provider must retain records related to:

- A registry of participants and information concerning any special needs;
- All records shall be retained for a period of six years;
- Records will be available for inspection by Federal, State, and County officials at all reasonable hours at a location agreed upon by the provider and the County.

## **COST PROPOSAL**

The Proposer must provide a unit rate for services. The unit rate must include all operating expenses, this includes, but is not limited to, activities, administration expenses, and all staff and location expenses related to running the program. Current rate is \$25 per participant per day.