

12560

DATE: June 29, 2010

TO: Honorable Members of the Board of Acquisition and Contract Administration

FROM: Cheryl Archbald, M.D., M.P.H.
Acting Commissioner of Health

RE: Authority to enter into an agreement with the Westchester Institute for Human Development (“WIHD”), pursuant to which WIHD will provide professional development training to providers of Early Intervention Services, Preschool Services, and Child Care referred by the County, for the period July 1, 2010 through September 30, 2011, for a total amount not-to-exceed \$231,852, at an hourly rate, pursuant to an approved budget

Authority is hereby requested for the County of Westchester (the “County”) to enter into an agreement with the Westchester Institute of Human Development (“WIHD”), pursuant to which WIHD will provide professional development training to providers of Early Intervention Services, Preschool Services, and Child Care referred by the County, for the period July 1, 2010 through September 30, 2011, for a total amount not-to-exceed \$231,852, at an hourly rate, pursuant to an approved budget.

Pursuant to Section 6 of the Westchester County Procurement Policy, the County’s Department of Health (“WCDH”) issued a Request for Proposals (“RFP”) to regional University Centers of Excellence in Developmental Disabilities (“UCEDD”) requesting proposals to provide a series of professional development trainings to providers of Early Intervention Services, Preschool Services and Child Care in order to increase such providers’ knowledge and skills, thereby helping them utilize age-appropriate assessment tools and improving the overall quality of their evaluations of eligibility and service needs. Copies of the RFP were mailed to five (5) UCEDDs that are active professional members of the national Association of University Centers on Disabilities (“AUCD”). The UCEDDs would be able to offer, along with the necessary training, continuing education unit (“CEU”) credits for specific professional disciplines such as speech pathologists, psychologists, and occupational and physical therapists. The RFP was also posted on the Westchester County website.

Two of the five regional UCEDDs who were sent RFPs submitted proposals, as indicated in Attachment "A", and were evaluated based on the training program models, staff experience, post-training evaluation plans, and submitted budget, as indicated in the RFP. After reviewing both proposals against the RFP criteria, WIHD's proposal was ranked first. WIHD was deemed to be responsive to all elements of the RFP and offering the proposal that best satisfies the interests of the County, as well as being able to offer industry-recognized CEU credits for New York State licensed or certified provider disciplines.

The proposed agreement is to be funded and approved by the New York State Department of Health ("NYSDOH") and New York State Education Department ("NYSED"). Learning objectives and work plans were reviewed and approved. Part of this funding (\$54,852) is from the American Recovery and Reinvestment Act of 2009 ("ARRA"), as allocated to the County by NYSDOH, and the remaining amount (\$177,000) is being funded by federal flow-through funds received through NYSED and dedicated to training professionals serving children with special needs.

The goals and objectives of the proposed agreement are to provide training to the appropriate personnel who work with children between birth and five years of age with possible developmental disabilities and/or delays, in order to ensure that those personnel use best practices for evaluation of children and can, therefore, ensure appropriate referrals for services (i.e. services provided in accordance with their approved Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP)) and decrease inappropriate referrals for services.

The goals and objectives of the proposed agreement are in the best interests of the County, as they will promote the public health, safety and welfare of Westchester County's children with special needs, by giving the appropriate personnel the training and skills necessary to identify those children who need additional services. This identification will facilitate those children's optimal participation in special needs programs and other community settings that typically developing children attend. On an annual basis, approximately 10,000 children are served by the Early Intervention and Related Services programs.

The goals and objectives of the proposed agreement will be tracked and monitored by WCDH review of pre and post tests and participant evaluation forms to be administered by WIHD, to ensure WIHD delivers the agreed number of training sessions.

If this resolution were not approved, the County could not utilize for its intended purpose the ARRA funding allocated to it and, consequently, will not obtain the training services necessary to ensure that the evaluation process appropriately identifies only those children who need Early Intervention and Related Services.

Accordingly, approval of the attached resolution is respectfully requested.

RESOLUTION

Upon a communication from the Acting Commissioner of Health, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD will provide professional development training to providers of early intervention services, preschool services and child care referred by the County, for the period July 1, 2010 through September 30, 2011, for a total amount not-to-exceed \$231,852, at an hourly rate, pursuant to an approved budget; and be it further

RESOLVED, that this agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to accomplish the purposes of this resolution.

APPROVED BOARD OF ACQUISITION CONTRACT 7-2-2010 JAMES V. VITALE SECRETARY

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	984J	4380	T984	\$54,852
	101	27	2700	4380		\$177,000 (2011)

Budget Funding Year(s)

(must match resolution) 2010-2011 Start Date 07/01/10 End Date 09/30/11

Funding Source Tax Dollars

State Aid _____

\$231,852 Federal Aid \$231,852

(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 7-22-2010 - JOMARY VIEIRA, SECRETARY

Attachment "A"
RESPONDENT LIST

Request for Proposals:
Professional Development for Children with Special Needs (CSN)

<u>Agency</u>	<u>Score</u>	<u>Ranking</u>
Westchester Institute for Human Development	110	1
University of Connecticut Health Center	92	2

APPROVED BOARD OF ACQUISITION & CONTRACT - 7-22-2010 - JOMARY VIEIRA, SECRETARY