

15673

DATE: December 3, 2010

TO: Honorable Members of the Board of Acquisition & Contract

FROM: Robert F. Meehan
County Attorney

RE: Authorization to enter into a grant agreement with the New York State Office of Children and Family Services (“NYSOCFS”) in order to receive from NYSOCFS funds to facilitate the operation of the County’s Child Fatality Review Team and authorization to enter into an agreement with the Westchester Institute for Human Development, Inc. (“WIHD”) pursuant to which WIHD will provide services to facilitate the operation of the County’s Child Fatality Review Team.

Authority is hereby requested for the County of Westchester (the “County”) to enter into a grant agreement with the New York State Office of Children and Family Services (“NYSOCFS”), for the purpose of obtaining funds to facilitate the operation of the County’s Child Fatality Review Team, for an amount not-to-exceed \$74,000, for a one year period, from February 1, 2011 through January 31, 2012 (the “NYSOCFS Grant Agreement”).

Authority is further requested for the County to enter into an agreement with the Westchester Institute for Human Development, Inc. (“WIHD”), pursuant to which WIHD will provide services to facilitate the County’s Child Fatality Review Team, for an amount not-to-exceed \$74,000, for a one year period, from February 1, 2011 through January 31, 2012 (the “WIHD Agreement”).

The County, acting by and through the County Attorney’s Office, solicited quotations from potential contractors pursuant to Section 5(a) of the Westchester County Procurement Policy. The following quotations were obtained:

<u>Organization</u>	<u>Price</u>	<u>State of Quotation</u>
Westchester Institute for Human Development, Inc. (“WIHD”)	\$74,000	Complete
Westchester Community Opportunity Program, Inc. (VAS) (“WestCOP”)	\$52,000	Incomplete
The Mental Health Association of Westchester County, Inc. (“MHA”)	\$74,839	Complete

In the course of evaluating the quotations offered, the County found WestCOP’s quotation to be incomplete, as it did not address all expenses clearly necessary to provide the services the

County was attempting to procure. Subsequently, after evaluating all of the quotations offered, WIHD was selected as the most advantageous. This selection was based upon the fact WIHD's quotation was the lowest complete quotation offered and that the Child Fatality Review Team meetings are held on the WIHD campus; that WIHD houses the Children's Advocacy Center; and that WIHD offers many child welfare programs and has the supervisory, administrative and physical capacity to readily accommodate the grant needs.

The proposed agreements will serve a public purpose by providing the County with the funds and the services needed to facilitate operation of its Child Fatality Review Team, which reviews the death of any child who was provided services by the County's Department of Social Services and/or agencies under contract with Westchester County or whose death was the result of suspicious circumstances.

The goals and objectives of the proposed agreements are to provide funding for and facilitate the operation of the County's Child Fatality Review Team.

The goals and objectives of the proposed agreements are in the best interests of the County in terms of fiscal responsibility and health and the environment, as the facilitation of the Child Fatality Review Team's operations will be paid for by non-County funds and WIHD will ensure that the Child Fatality Review Team fulfills its overall purpose of protecting the health and safety of children in the County.

The goals and objectives of the proposed agreements will be tracked and monitored by the Westchester County Attorney's Office. The grant requires quarterly reports and an annual final report, which will be reviewed by the Westchester County Attorney. Additionally all vouchers submitted for payment by WIHD will be reviewed prior to submission by the Westchester County Attorney.

Accordingly, I recommend adoption of the proposed resolution.

RFM/KC/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS - 12/22/2010 - JOSEPH VIEIRA SECRETARY

RESOLUTION

Upon a communication from the County Attorney, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into a grant agreement with the New York State Office of Children and Family Services (“NYSOCFS”), for the purpose of obtaining funds to facilitate the operation of the County’s Child Fatality Review Team, for an amount not-to-exceed \$74,000, for a one year period, from February 1, 2011 through January 31, 2012; and be it further

RESOLVED, that the County is hereby authorized to enter into an agreement with the Westchester Institute for Human Development, Inc. (“WIHD”), pursuant to which WIHD will provide services to facilitate the operation of the County’s Child Fatality Review Team, for an amount not-to-exceed \$74,000, for a one year period, from February 1, 2011 through January 31, 2012; 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 to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/Credited

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
263	18	144L	9854	T-144	\$74,000
263	18	144L	4380	T-144	\$74,000

Budget Funding Years 2011-2012 Start Date 2/1/11 End Date 1/31/12
 (must match resolution)

Funding Source Tax Dollars _____
\$74,000 State Aid \$74,000
 (must match resolution) Federal Aid _____
 Other _____