

Robert P. Astorino
County Executive

Department of Social Services

Kevin McGuire
Commissioner

24374

DATE: January 19, 2012

TO: The Honorable Board of Acquisition and Contract

FROM: Kevin McGuire
Commissioner, Department of Social Services

RE: **Resolution to exempt from the Westchester County Procurement Policy an Agreement with the Child Care Council of Westchester, Inc. for the provision of a subsidy coordinator who will assist providers with technical training in Child Care Time and Attendance tracking system (CCTA) developed by the New York State Office of Children and Family Services (NYSOCFS) as well as informing the provider community of any regulatory or procedural changes throughout the year pursuant to Section 3(a) xxi of the Westchester County Procurement Policy and Procedures**

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy an Agreement with the Child Care Council of Westchester, Inc. ("CCCW") for the provision of a subsidy coordinator for the period January 1, 2012 through December 31, 2012 in an amount not-to-exceed \$40,000.

For the contract years 2002-2011, your Honorable Board approved resolutions exempting contracts for similar services from the requirements of Westchester County Procurement Policy. CCCW has provided this service for the last several years. Ordinarily, under Section 6 of the Westchester County Procurement Policy, the County would be required to solicit proposals through a Request for Proposals (RFP) in order to procure a subsidy coordinator. However, since "CCCW" has provided exactly the same service in the form of a subsidy coordinator/liason during the last several years and since the staff has the experience and working knowledge of the position and its duties, it is proposed that compliance with the requirements of the Procurement Policy and Procedures in this instance would not be in the County's best interest.

The services to be provided pursuant to this proposed agreement serve a **public purpose** by availing the vendor community of a source of information regarding policy and procedures relating to child care subsidies.

The **goals and objectives** of this agreement are to provide subsidy support services to the vendor community in the form of training and information regarding policies and procedures that apply to child care subsidies.

- **The reasons listed below make CCCW uniquely qualified to deliver the aforesaid services:**
- The Council has successfully administered this program for over 27 years;
- The Council has been involved with training and providing supportive services to providers and parents for over 43 years;
- The Council has experienced staff that has developed a training platform to provide group information sessions for providers to learn how to navigate within the web-based attendance application;
- The services to be provided are the same the agency provided in the past;
- The Council administered the publicly funded day care subsidy program under contractual agreement with the County of Westchester and under the supervision of the Department of Social Services for a number of years; and
- The Council's relationship with regulated child care programs through family and school age registration would be helpful in operating this program. The staff has developed a rapport with providers and has access to an established system of communication with the provider community.

Based on the expertise and experience of the Child Care Council of Westchester, Inc. in conducting similar programs, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the requirements of the Westchester County Procurement Policy.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County.

A separate resolution has been submitted requesting authority to enter into this agreement.

Accordingly, your Honorable Board's approval of the annexed resolution to exempt the aforesaid agreement with the Child Care Council of Westchester, Inc. from the requirements of Westchester County Procurement Policy and Procedures is respectfully requested.

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County in connection with the procurement of an Agreement for the provision of a subsidy coordinator who will assist providers with technical training in Child Care Time and Attendance tracking system (CCTA) developed by the New York State Office of Children and Family Services (NYSOCFS) as well as informing the provider community of any regulatory or procedural changes throughout the year with the Child Care Council of Westchester, Inc. for the period beginning January 1, 2012 and ending December 31, 2012.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	_____	N/A

Budget Funding Year(s): N/A
(Must match resolution)N/A
Funding Source

Start Date: N/A

End Date: N/A

Tax Dollars: N/A

State Aid: N/A

Federal Aid: N/A

Other

\$N/A
(Must match resolution)