

**25208**

DATE: February 29, 2012

TO: Honorable Members of the Board of Acquisition & Contract

FROM: Robert F. Meehan  
County Attorney

RE: Resolution to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, an amendment to the County's agreement with Westchester Institute for Human Development, Inc. ("WIHD"), pursuant to which WIHD was to provide services to facilitate the County's Child Fatality Review Team, in order to extend the termination date thereof from January 31, 2012 to January 31, 2013

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Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy an amendment to the County's agreement with Westchester Institute for Human Development, Inc. ("WIHD"), pursuant to which WIHD was to provide services to facilitate the County's Child Fatality Review Team, for an amount not-to-exceed \$74,000, for a one year period February 1, 2011 through January 31, 2012 (the "Agreement"). The proposed amendment (the "Amendment") would (1) extend the termination date of the Agreement from January 31, 2012 to January 31, 2013; (2) increase the not-to-exceed amount thereof by an additional \$61,233, from an amount not-to-exceed \$74,000 to a new amount not-to-exceed \$135,233; and (3) update the scope of services for the extended term.

The grant from the New York State Office of Children and Family Services (the "Grant") that funded the Agreement and will fund the amendment is in the second year of a 5 year annual renewal cycle. During the term of the Agreement, WIHD has provided all services related to the Grant, including providing the Child Fatality Review Team Coordinator. The Child Fatality Review Team Coordinator is a part-time position that oversees review of all child fatalities in Westchester County. It takes time for a vendor to acquire the knowledge and skills required to provide all of the services related to the Grant. Accordingly, a new vendor would have to invest time in acquiring the necessary knowledge and skills, while WIHD can simply continue providing under the Amendment the services it already satisfactorily provided under the Agreement. Moreover, the Children's Advocacy Center is physically located at WIHD's facility, which gives WIHD and its Child Fatality Review Team Coordinator the advantage of physical proximity to the Center's child abuse forensic pediatrician, who is a mandatory team member of the Child Fatality Review Team.

Accordingly, it is proposed that the best interests of the County would be served by exempting the Amendment from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof. Therefore, a resolution to exempt this procurement is hereby submitted for your consideration.

RFM/KC/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/22/2012 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

Upon a communication from the County Attorney, 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 of Westchester (the "County") in connection with the procurement of an amendment to the County's agreement with Westchester Institute for Human Development, Inc. ("WIHD"), pursuant to which WIHD was to 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 February 1, 2011 through January 31, 2012 (the "Agreement"), in order to, (1) extend the termination date of the Agreement from January 31, 2012 to January 31, 2013; (2) increase the not-to-exceed amount of the Agreement by an additional \$61,233, from an amount not-to-exceed \$74,000 to a new amount not-to-exceed \$135,233; and (3) update the scope of services of the Agreement for the extended term.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
SOMERSET MARRAS, SECRETARY