

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

66750

DATE: December 17, 2018

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Westchester Institute for Human Development (“WIHD”) for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual for the period from January 1, 2019 through December 31, 2019 for an amount not to exceed \$134,970.

Authorization is requested for the County of Westchester (“County”), acting by and through its Department of Social Services (“the Department”), to enter into an agreement with Westchester Institute for Human Development (“WIHD”) for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual (the “Manual”) for the period from January 1, 2019 through December 31, 2019 for an amount not to exceed \$134,970 to be paid on a monthly basis pursuant to an approved budget and subject to appropriation.

The Manual is a comprehensive, online document that gives direct instruction to Department Child Welfare staff and enables them to immediately access protocols and “best practice” procedures, thereby improving their ability to care for children and families. This in turn minimizes liability and helps ensure that the standards of practice are met universally across all program areas and all field offices

The services to be provided pursuant to this agreement will serve a **public purpose** as the Manual allows all levels of Department staff to get immediate access to an integrated and centralized resource for all policies and directives set forth by federal, state, and local authorities that enable them to provide timely and effective services to the families and children of Westchester County.

The goals and objectives of this agreement are to continue providing professional and technical services necessary to maintain and update the on-line Manual. The goals and objectives for the Manual have evolved over time. While initial goals focused on synthesizing

and elucidating a wealth of information from many sources, the present goals take into account the fact that the earlier goals have largely been achieved. Thus, current goals aim to maintain the high quality of the site and keep it current. This requires daily work, since new directives are handed down from all levels of government, including changes to local policy, procedures and practice, on an ongoing basis, and Manual staff must write and integrate that material into the website and add supporting links, text, and forms to make the new material immediately accessible to Department staff. Not continuing this service would mean that the Manual would become an obsolete resource.

The goals and objectives of this agreement are in the best interest of the County in terms of fiscal responsibility as the Manual, with its thorough and easily understood text, allows caseworkers to independently research questions on their own, reducing costly time spent in supervision. Families, individuals and children benefit from having caseworkers who are more knowledgeable regarding Department policies and procedures and who can speedily complete the necessary paperwork that documents and supports their important work with families. The 500+ online forms currently on the Manual also promote efficiency, for these forms can be completed, saved, e-mailed, and printed without the user having to leave his/her desk. New forms are formatted and uploaded to the site on a regular basis.

The goals and objectives will be tracked and monitored using performance measurement indicators developed by the Department. Based on the Performance Measurement Indicators, the Department is able to report that from January 1, 2018 through September 30, 2018, 1,802 (duplicated) users accessed a total of 68,559 pages of text. Additionally, approximately 23 online fillable forms were created and 127 fillable forms were revised and uploaded to the website.

A resolution exempting this agreement from the operation of the Westchester County Procurement Policy has been submitted under separate cover pursuant to Section 3(a) xxi of said policy.

It should be noted that this agreement is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as the federal funding for this program falls under Social Services Block Grant.

Accordingly, the County is hereby requesting authority to enter into an agreement with WIHD for the aforesaid purpose.

An appropriate resolution requesting your Honorable Board's approval is attached herewith.

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement with Westchester Institute for Human Development ("WIHD") for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual for the period from January 1, 2019 through December 31, 2019, for an amount not to exceed \$134,970, to be paid on a monthly basis pursuant to an approved budget; and be it further

RESOLVED, that this agreement is subject to County appropriation; 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 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 authorized designee is authorized to take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

Account to be charged/credited:

	FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub- Object	Trust Account	Dollars
2019	101	22	8900	5960		\$134,970

Budget Funding Year(s): 2019 **Start Date:** 1/1/2019 **End Date:** 12/31/2019
(must match resolution)

Funding Source: Tax Dollars: 33%
\$ 134,970 State Aid: 44%
(must match resolution) Federal Aid: 23%