

11224

DATE: June 11, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

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

RE: AUTHORIZATION TO ENTER INTO A SOFTWARE LICENSE AND SERVICE AGREEMENT (IT-1156) WITH HUDSON CENTER FOR HEALTH EQUITY AND QUALITY ("HCHEQ") FOR THE FACILITATED ENROLLMENT ELECTRONIC APPLICATION COMMENCING ON AUGUST 18, 2010 AND TERMINATING ON DECEMBER 31, 2011 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$12,625

BACKGROUND:

- Currently we have an executed and approved Software License and Service Agreement (IT-1006) with Hudson Center for Health Equity and Quality ("HCHEQ"), for the provision of the Facilitated Enrollment Electronic Application ("FEEA"), which allows for the electronic completion of applications for public health insurance coverage. The agreement commenced on August 18, 2009 and will terminate on August 17, 2010 for a total not to exceed amount of \$9,000. This agreement was issued as a short form contract, thus it did not necessitate the approval of your Honorable Board.
- The FEEA software automates the NYSDOH required application, eligibility verification, and documentation for enrollment and recertification in New York State public health insurance programs, specifically Child Health Plus, Family Health Plus and Medicaid. FEEA increases productivity, improves coordination, and provides a more efficient system for completing and processing applications for public health insurance by reducing redundancy and application errors, which ultimately impacts timely access to coverage and medical care. The Department of Health Community Based Facilitated Enrollment program (FE) continues to utilize FEEA to complete applications for health insurance coverage.
- The Department of Health receives grant funding from NYSDOH for facilitated enrollment services. The grant award period terminates on December 31, 2011, but the Health Department's contract with the NYSDOH is amended annually with the current contract amendment period ending on December 31, 2010. Therefore, we now come before your Honorable Board requesting approval to enter into an agreement with HCHEQ for FEEA, commencing on August 18, 2010 and terminating on December 31, 2011 for a total not to exceed contract amount of \$12,625, with the County having the option to terminate the agreement in the event NYSDOH discontinues funding of the FE program or requires use of alternate technology or systems to facilitate access to public health insurance.

- Pursuant to Section 9 of the Westchester County Procurement Policy and Procedures, it is our recommendation that after reasonable investigation, it has been determined that software support services from HCHEQ is the only one practicable source for the provision of these services. HCHEQ, which designed and implemented FEEA, is a sole source provider of support and maintenance services of its proprietary application software licensed to, and in use by the County, therefore they are the sole source for software support services. For this reason, it is our recommendation that the subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9 of said Policy.
- The public purpose of this agreement is the utilization of an automated system for the efficient processing of health insurance applications. This benefits the public by facilitating access to health insurance coverage and medical care.
- The goals and objectives of the requested agreement are to:
 - Increase overall access to public health insurance coverage
 - Enable the submission of applications for public health insurance in a timely manner
 - Improve the accuracy and completeness of applications for public health insurance
 - Improve coordination between the Health Department, facilitated enrollment subcontractors and health insurance enrollment entities
- FEEA will be tracked and monitored by Department of Health staff in conjunction with the Department of Information Technology to be sure the system is working efficiently. If this agreement were not approved, it would result in a more time consuming application and enrollment process due to information redundancy and eligibility calculation errors common in a manual system.

ACTION REQUESTED:

- Authorization to enter into a software license and service agreement (IT-1156) with Hudson Center for Health Equity and Quality ("HCHEQ"), having an office located at 303 South Broadway, Suite 420, Tarrytown, New York 10591-5455, for the Facilitated Enrollment Electronic Application ("FEEA"), commencing on August 18, 2010 and terminating on December 31, 2011 for a total not to exceed contract amount of \$12,625, with the County having the option to terminate the agreement (IT-1156) with HCHEQ in the event the New York State Department of Health discontinues funding of the FE program or requires use of alternate technology or systems to facilitate access to public health insurance.

Accordingly, the attached resolution is submitted for your consideration.

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into a software license and service agreement (IT-1156) with Hudson Center for Health Equity and Quality (HCHEQ”), having an office located at 303 South Broadway, Suite 420, Tarrytown, New York 10591-5455, for the Facilitated Enrollment Electronic Application (“FEEA”), commencing on August 18, 2010 and terminating on December 31, 2011, for a total not to exceed contract amount of \$12,625; and be it further

RESOLVED, that the County of Westchester has the option to terminate the agreement (IT-1156) with HCHEQ in the event the New York State Department of Health discontinues funding of the FE program or requires use of alternate technology or systems to facilitate access to public health insurance; and be it further

RESOLVED, that subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9 of said Policy; and be it further

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

RESOLVED, 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 is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Acct	Dollars
2010	101	16	6000	4070		\$3,355
2011	101	16	6000	4070		\$9,270

Budget Funding Year(s): 2010-2011 Start Date: August 18, 2010 End Date: December 31, 2011

Funding Source Tax Dollars: \$12,625

State Aid: _____

\$12,625

(must match resolution)

Federal Aid: _____

Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 6-24-2010 - JOMARY VIEIRA, SECRETARY