

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

19735

Date: June 16, 2011

To: The Honorable Board of Acquisition and Contract

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

Subject: Resolution to exempt from compliance with the Westchester County Procurement Policy pursuant to Section 3 (a) (xxi) an agreement between the County of Westchester and 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 July 1, 2011 through December 31, 2012 for an amount not to exceed \$202,454.

Authority is requested to exempt from compliance with the Westchester County Procurement Policy pursuant to Section 3 (a) (xxi) an agreement between the County of Westchester and 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 July 1, 2011 through December 31, 2012 for an amount not to exceed \$202,454.

The creation of the Integrated Child Welfare Manual was in response to the recommendation of The Child Welfare League of America. The Manual, with its thorough and easily-understood text, allows caseworkers to independently research questions. The process of seeking information in the Manual will only become easier as Manual staff adds to the ever-growing list of search terms indexed into the customized Google search engine and as users receive ongoing tips on using the website from such features as the "Message Board" and the enhanced "Did You Know" feature. The nearly 250 online forms currently on the Manual also promote efficiency as 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 Department of Social Services has a long standing relationship with Westchester Institute for Human Development (WIHD). The Department has been contracting with Westchester Institute for Human Development (WIHD) to provide professional assistance on matters related to the Department's mandated preventive and child protective programs as well as the foster care and adoption programs since 2004. This places Westchester Institute for Human Development in

a most advantageous position to deliver the consulting services necessary to maintain and update the on-line Child Welfare DSS Manual as well as data analysis and program evaluation. Westchester Institute for Human Development has gained extensive working knowledge of the Department's programs and policies. Westchester Institute for Human Development has gained extensive working knowledge of the Department's programs and policies. In addition, Westchester Institute for Human Development has demonstrated the ability to develop exemplary program materials and make complex "research" tools simple for non-research professionals to use.

This contract will **serve a public purpose** by providing all levels of DSS staff with immediate access to an integrated and centralized resource for all policies and directives set forth by federal, state and local authorities which would allow them to provide services to Westchester County families and children more effectively in an efficient and timely manner.

The Department and WIHD have worked together since 2005 on creating this Integrated Child Welfare Manual. Continued service of WIHD is crucial to the effective and efficient use of this Manual in the long run. Therefore, based on the expertise, experience and familiarity of the contractor in working with this program and the long-standing relationship the contractor has with the County, it is proposed that the best interests of the County would be served by entering into this agreement with Westchester Institute for Human Development for continued professional and technical services. This recommendation is made pursuant to Section 3(a) (xxi) 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, a resolution to exempt this procurement is hereby submitted for your consideration.

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, it is hereby determined that application of the procedural requirements, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interest of the County of Westchester in connection with the procurement of professional and technical services from Westchester Institute for Human Development for the purpose of updating and maintaining the on-line Child Welfare DSS Manual; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized to execute all documents necessary to effectuate the purposes of this resolution.

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	N/A

Budget Funding Year(s): N/A Start Date: N/A End Date: N/A
(must match resolution)

Funding Source

\$ N/A
(must match resolution)

Tax Dollars: N/A
State Aid: N/A
Federal Aid: N/A
Other: