

25502

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Diane G. Balistreri
Coordinator, Office for Women

DATE: May 25, 2012

SUBJECT: Authority to enter into an agreement with Victims Assistance Services of Westchester Community Opportunity Program, Inc. to operate the Sexual Assault Forensic Examiner (SAFE) Program for an amount not-to-exceed \$304,056 for the period January 1, 2012 to December 31, 2014

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Victims Assistance Services of Westchester Community Opportunity Program, Inc. ("VAS") to operate the Sexual Assault Forensic Examiner (SAFE) Program, for the period January 1, 2012 to December 31, 2014, for a total amount not-to-exceed Three Hundred Four Thousand Fifty-Six Dollars (\$304,056), to be paid quarterly pursuant to an approved budget. The funding amount per year will not exceed One Hundred One Thousand Three Hundred Fifty-Two Dollars (\$101,352).

The SAFE Program, formerly known as the Sexual Assault Nurse Examiner (SANE) Program, provides training to nurses and nurse practitioners to conduct rape examinations and evidence collection pursuant to state standards and protocols. In addition, the program developed an on-call system for Forensic Nurse Specialists who treat rape victims at local hospital emergency rooms, counsel and educate rape victims, and testify in court, when necessary, regarding evidence collection.

The proposed Agreement will serve the public purpose of promoting public safety by providing expeditious services to rape victims as well as preservation of critical evidence.

The goals and objectives of the proposed Agreement are as follows:

- Sexual Assault Forensic Examiners will handle at least 70 cases. During 2011, 92 SAFE exams were performed.

- The Program will recruit, train and maintain a pool of 10 active Examiners in order to provide 24/7 on-call coverage. During 2011, the program began the year with nine and ended the year with ten Examiners.
- The Program will provide ongoing specialized SAFE training for 10 new Examiners. During 2011, 13 Examiners were trained.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Westchester County Office for Women, which will be responsible for monitoring VAS' performance under this Agreement by means of site visits, as well as their quarterly statistics and narratives.

This Agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(viii) thereof.

Accordingly, I respectfully request approval of the attached proposed Resolution.

RESOLUTION

Upon a communication from the Coordinator of the Office for Women, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Victims Assistance Services of Westchester Community Opportunity Program, Inc. to operate the Sexual Assault Forensic Examiner (SAFE) Program, for the period January 1, 2012 to December 31, 2014 for a total amount not-to-exceed Three Hundred Four Thousand Fifty-Six Dollars (\$304,056), to be paid quarterly pursuant to an approved budget; and be it further

RESOLVED, that Agreement's annual not-to-exceed amount will not exceed One Hundred One Thousand Three Hundred Fifty-Two Dollars (\$101,352); and be it further

RESOLVED, that this Agreement is subject to County appropriations; 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 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 be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	11	0900	4132	N/A	\$101,352	2012
101	11	0900	4132	N/A	\$101,352	2013
101	11	0900	4132	N/A	\$101,352	2014

Budget Funding Year(s) 2012-2014 **Start Date:** 1/1/2012 **End Date:** 12/31/2014

(must match resolution)

Funding Source: Tax Dollars \$304,056

\$304,056

State Aid _____

(must match resolution)

Federal Aid _____

Other _____

Schedule A

**Westchester Community Opportunity Programs, Inc.
Victims Assistance Services
Sexual Assault Forensic Examiner (SAFE) Program
January 1, 2012 – December 31, 2014**

Westchester Community Opportunity Programs, Inc., through its Victims Assistance Services Program, will continue to administer the Sexual Assault Forensic Examiner (SAFE) Program, providing quality, compassionate care to adolescent and adult victims of rape and sexual assault in Westchester County.

SAFE Program services include but are not limited to:

- a) Recruitment, training, retention, scheduling and administrative supervision of nurses and nurse practitioners to provide sexual assault forensic exams to rape victims age twelve years and older. Annually we will train 10 Examiners, and provide 4 continuing education trainings for SAFEs.
- b) Maintain an on-call system with Sexual Assault Forensic Examiners who will:
 - Arrive at the local hospital emergency room within one hour of call to treat the rape victim
 - Conduct the examination and evidence collection as per New York State DOH standards and protocols
 - Encourage victim(s) to access Victim Advocate services
 - Educate the rape victim and secondary victims about options and services
 - Refer the victim(s) for additional services as appropriate
 - Testify in court when necessary regarding evidence collection
- c) Maintain agreements with local hospitals to implement SAFE services
- d) Maintain agreement with the Visiting Nurse Association of the Hudson Valley or other appropriate health care providers to employ and dispatch SAFE nurses using an on-call system.
- e) Make and maintain agreements with Planned Parenthood of the Hudson-Peconic Region and other health care providers to provide preceptoring to newly trained SAFE examiners
- f) Annually provide response to 85 victims of rape or sexual assault and provide forensic exams to 70 of these victims.
- g) Maintain Policy & Procedure Manual to include updates and revisions consistent with established New York State Department of Health Rape Treatment Protocols
- h) Maintain SAFE-A Training Curriculum consistent with established Rape Treatment Protocols of New York State Department of Health and the International Association of Forensic Nursing.
- i) Schedule and provide quarterly in-service trainings for skills enhancement and maintenance, supervision and peer review.