

35691

DATE: August 26, 2013

TO: Board of Acquisition and Contract

FROM: Sherlita Amler, MD
Commissioner of Health

RE: Authorization to Enter into Contract with Berta Pineyro, Hipolita Cabrera, Amber Wilson and Ana Severino as Independent Contractors, and Business of Your Business LLC, a small business Consultant, to assist individuals and small businesses in applying for health insurance coverage through the New York State Health Benefit Exchange, for the Term 09/01/13 through 09/30/14, pursuant to approved budgets, for a total aggregate not-to-exceed amount of \$260,755, to be paid to each in accordance with approved budgets.

The Westchester County Department of Health (“WCDH”) seeks authorization to enter into contract with Berta Pineyro, Hipolita Cabrera, Amber Wilson and Ana Severino as Independent Contractors, and Business of Your Business LLC, a small business Consultant, to assist individuals and small businesses in applying for health insurance coverage through the New York State Health Benefit Exchange, for the term 09/01/13 through 09/30/14, pursuant to approved budgets, for a total aggregate not-to-exceed amount of \$260,755, to be paid to each in accordance with approved budgets.

These contracts will be funded by the New York State Department of Health’s (“NYSDOH”) Consumer Assistance for the New York State Health Benefit Exchange: In Person Assistors and Navigators (“IPA/Navigators”) Grant program. The IPA/Navigators program will replace the NYSDOH Facilitated Enrollment program in which the WCDH currently participates.

The Governor of New York created the New York State Health Benefit Exchange (“Exchange”) as part of the federal Affordable Care Act (ACA). The Exchange is a one-stop marketplace where individuals and small businesses (“potential applicants”) can explore and compare private and public health insurance options, health plans, out of pocket costs, and eligibility for advance premium tax credits and cost sharing assistance in a fair and impartial matter. The Exchange is funding enrollment activities to help individuals and organizations serve as IPA/Navigators. The IPA/Navigators will be trained and certified by the NYSDOH.

The IPA/Navigators program will promote the public health and general welfare of uninsured County residents by providing in-person application assistance to all potential applicants who apply for health insurance through the Exchange.

The goal of the IPA/Navigators program is to contract with culturally and linguistically appropriate individuals and organizations to serve as IPA/Navigators who will provide face-to-face assistance to all potential applicants and help them enroll in health insurance plans through the Exchange, and refer consumers to other organizations for help with grievances, complaints or questions as needed. The objective is to target all Westchester communities and provide assistance to potential applicants at times and at locations that are convenient including evenings and weekends.

The above named individuals have worked for several years with the WCDH to provide enrollment services into NYS’s public health insurance programs under the NYSDOH’s Facilitated Enrollment program, and therefore have the experience and contacts to target eligible but hard-to-reach and vulnerable individuals. The small business consultant specializes in working with and advising small businesses on a variety of matters and has direct access to an established network of community business and trade association contacts.

The WCDH will monitor the IPA/Navigators' performance monthly based on compliance with internal application productivity and accuracy targets, as well as outcomes generated through the Exchange; customer and enrollment site satisfaction with services rendered; effectiveness of outreach activities; and compliance with NYSDOH and WCDH contract and operating protocols. It is expected that the IPA/Navigators will submit on average 300 individual and small business applications on a monthly basis. Failure to comply with these standards may result in the initiation of a corrective action plan or termination of a contract.

There are no rules in the IPA/Navigators grant that prohibit the County from following its own local rules regarding procurement. Therefore, these contracts are exempt under Section 5 (a) viii of the Westchester County Procurement Policy, as medical and health related services.

Approval of the attached resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/29/2013 - JOMARY WEIR, CLERK

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, BE IT HEREBY

RESOLVED, that the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to enter into contract with Berta Pineyro, Hipolita Cabrera, Amber Wilson and Ana Severino as Independent Contractors, and Business of Your Business LLC, a small business Consultant, to assist individuals and small businesses in applying for health insurance coverage through the New York State Health Benefit Exchange, for the Term 09/01/13 through 09/30/14, pursuant to approved budgets, for a total aggregate not-to-exceed amount of \$260,755, to be paid to each in accordance with approved budgets; and, be it further

RESOLVED, that the total aggregate not-to-exceed amount of \$260,755 is to be distributed among the following one (1) small business consultant and four (4) independent contractors in the manner set forth below and to be paid to each according to approved budgets:

<u>Name</u>	<u>Amount Not-to-Exceed</u>
Business of Your Business LLC (small bus. Consultant)	\$ 60,700
Ana Severino (Independent Contractor)	\$ 49,200
Hipolita Cabrera " "	\$ 49,907
Amber Wilson " "	\$ 49,200
Berta Pineyro " "	<u>\$ 51,748</u>
Total	\$ 260,755;

and, be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this Resolution in the manner prescribed by law.

Department of Health
 County of Westchester
 10 County Center Road, 2nd Floor
 White Plains, New York 10607
 August 26, 2013

Original Agreement	\$
First Amendment	\$
This Amendment	\$
TOTAL	\$ _____

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	517N	4380	T517	\$260,755
Budget Funding Year(s) (must match resolution) <u>2013-2014</u> Start Date <u>09/01/13</u> End Date <u>09/30/14</u>						
Funding Source	Tax Dollars		_____			
	State Aid		<u>NYSDOH (25%)</u>			
\$260,755	Federal Aid		<u>pass thru NYSDOH (75%)</u>			
(must match resolution)	Other		_____			