

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**37495**

**Date:** December 4, 2013

**To:** The Honorable 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 January 1, 2014 through December 31, 2014 for an amount not to exceed \$134,970 payable pursuant to an approved budget and subject to appropriation

---

The County of Westchester requests authorization to enter into an agreement with Westchester Institute for Human Development for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual. The term of the proposed agreement will be for the period January 1, 2014 through December 31, 2014 for an amount not to exceed \$134,970 payable pursuant to an approved budget and subject to appropriation.

The Manual is a comprehensive, online document that gives direct instruction to DSS 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. This is a tool designed for child welfare caseworkers, supervisors and managers working for the Westchester County Department of Social Services.

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 a timely manner.

**The goals and objectives** of the proposed agreement are to continue providing professional and technical services necessary to maintain and update the on-line Child Welfare DSS 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 DSS staff.

**The goals and objectives are in the best interests 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. 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. The 450+ 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 by the program office. Based on a review of the **Performance Measurement Indicators**, the Department is able to report that from the beginning of the contract year through September 2013, there were 1,941 users who accessed a total of 59,017 pages of text. Additionally, approximately 111 online fill-able forms were created and uploaded to the website and 303 new policy updates were completed.

A resolution exempting this agreement from the operation of the Westchester County Procurement Policy has been submitted under separate cover and should be acted on before your Honorable Board considers the attached resolution. This contract is exempt from the application of the Common Grant Rule as the program falls under the Social Services Block Grant.

Accordingly, the County of Westchester requests authority to enter into an agreement with WIHD for the purpose stated above.

Approval of the annexed resolution by your Honorable Board is respectfully requested.

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Westchester Institute for Human Development for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual for the period January 1, 2014 through December 31, 2014 for an amount not to exceed \$134,970 payable 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 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 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
2014	101	22	8900	5960	-----	\$134,970

Budget Funding Year(s): 2014 Start Date: 1/1/14 End Date: 12/31/14  
(must match resolution)

Funding Source  
**\$134,970**  
(must match resolution)

Tax Dollars: 32%  
State Aid: 47%  
Federal Aid: 21%  
Other: \_\_\_\_\_