

39761

April 14, 2014

To: Honorable Board of Acquisition and Contract

From: Kevin Cheverko  
Commissioner of Correction

Re: Authority for the County of Westchester to enter into an agreement with the American Correctional Association to conduct an accreditation process for the term May 1, 2014 through April 30, 2017, in an aggregate amount not to exceed \$12,150 payable pursuant to an approved budget

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Authority of your Honorable Board is sought for the County of Westchester to enter into an agreement with the American Correctional Association ("ACA") to conduct an accreditation process for the term May 1, 2014 through April 30, 2017, in an aggregate amount not to exceed \$12,150 payable pursuant to an approved budget.

The ACA was established for the purpose of improving correctional agencies, institutions and programs through a process of accreditation. The ACA has developed standards for this purpose and accreditation is the process for determining whether an agency, institution or program complies with those standards.

*Goals and Objectives:* To obtain National Accreditation awarded by the ACA. Nationally there are 3,500 large jails (populations exceeding 1000) and there are approximately 120 that have received this prestigious award.

*Best Interest of the County:* In order to receive Accreditation status we must satisfy 384 required standards established by the ACA. By meeting these very demanding Standards, the Department of Correction and the County will benefit in the following ways:

- Improved safety will reduce the number of staff and inmate injuries. This will result in reduced medical expenses and also cut down on the number of absences by staff, reducing overtime costs.
- Improved sanitation in the facility will reduce the cost of health related issues for staff and inmates. This will reduce the amount of sick time lost to airborne

illnesses, some of which are attributed to mold and mildew growths. Reduction in sick time usage will also lead to additional overtime savings.

- Continual training will aid in a more professional and knowledgeable staff and contribute to the reduction of litigation due to procedural discrepancies.

- Continuous inspections and stricter code compliance requirements will identify areas that could potentially cause unsafe conditions requiring medical expenditures and/ or litigation.

- Physical plant problems are identified from a pro-active posture, rather than a reactive posture for correcting deficiencies. This will save funds by correcting the problem early, preventing deterioration requiring major repair.

- Achieving Accreditation will demonstrate the department's commitment of meeting higher national standards, which will aid in receiving grants and additional funding.

- Establishment of tighter inventory controls and accountability will identify and reduce waste. Additional products and materials may be identified that if instituted could generate long term savings.

- Reduction of frivolous law suits by demonstrating to the courts that we follow a "best practices" way of conducting business and exceed local and state standards by adhering to the ACA's more stringent national standards criteria.

*Tracking & Monitoring:* The ACA standards are performance-based and require that a set of outcome measures be utilized to continuously monitor compliance. This information is collected on a monthly basis and must be placed in the folders that cover the standards (there is one folder for each of the 384 standards). This ensures that we are maintaining the necessary compliance for the standards and provides a tracking mechanism to alert us if any part of a standard has not been met. By employing these methods the department will know exactly what our current status is and what needs attention to correct any deficiencies.

The agreement is exempt from the requirements of the County Procurement Policy pursuant to Section 9(a) Sole Source Procurement. The Department of Correction is of the opinion that the ACA is the sole provider for National Accreditation. All correctional based associations were canvassed and the ACA is the only organization that awards a national accreditation.

Accordingly, I recommend adoption of the annexed Resolution.

KC/DLV/dv

**RESOLUTION**

Upon a communication from the Commissioner of Correction, he it hereby

**RESOLVED**, that the County of Westchester is authorized to enter into an agreement with the American Correctional Association (“ACA”) to conduct an accreditation process for the term May 1, 2014 through April 30, 2017, in an aggregate amount not to exceed \$12,150 payable pursuant to an approved budget; and be it further

**RESOLVED**, that this procurement is deemed to be a sole source procurement pursuant to Section 9 of the Westchester County Procurement Policy; and be it further

**RESOLVED**, that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Consultant, then such Consultant 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 any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/credited	Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	101	35	1000	4100			\$12,150

Budget Funding Year(s) 2014-2017 Start Date 5/1/2014 End Date 4/30/2017  
 (must match resolution)

Funding Source Tax Dollars \$12,150  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_