

49112
October 23, 2015

TO: The Honorable Board of Acquisition and Contract

FROM: George N. Longworth
Commissioner-Sheriff of Public Safety

SUBJECT: Request for authority to enter into an agreement with the Student Assistance Services Corporation ("SAS") pursuant to which SAS will coordinate the activities of the Westchester Coalition for Drug and Alcohol Free Youth (the "Coalition") by strengthening the Coalition's efforts to prevent and reduce youth substance abuse for the period from September 30, 2015 through September 29, 2016 for a total amount not to exceed \$65,000.

Authority is requested for the County of Westchester, acting by and through its Department of Public Safety Services, Office of Drug Abuse Prevention and STOP-DWI, to enter into an agreement with SAS pursuant to which SAS will coordinate the activities of the "Coalition to strengthen the Coalition's efforts to prevent and reduce youth substance abuse and enhance collaboration among all sectors (the "Agreement"). The term of the proposed Agreement will commence on September 30, 2015 and continue through September 29, 2016. In consideration for services to be rendered, SAS will be paid an amount not to exceed \$65,000.00, payable in accordance with an approved payment schedule.

Since 1985, SAS has provided substance abuse prevention and early intervention services, programming, and training in schools, residential facilities, and communities in Westchester County and neighboring areas. SAS has touched the lives of thousands, working with students, parents, teachers, human service professionals, community leaders, health care providers, business people and clergy.

Student Assistance Services is a multi-faceted not-for-profit agency partner as required by the terms of the Drug Free Communities Grant. The Office of Drug Abuse Prevention and STOP-DWI utilizes the quarterly COMET reports required by the Substance Abuse and Mental Health Services Agency to measure compliance with the terms of this agreement and effectiveness for yearly renewal. STOP-DWI also monitors detailed records of expenditures, in kind services and budget analysis as required by SAMHSA.

It is recognized and understood that the county shall evaluate the performance of this contract by the Agency and shall use such evaluation in deciding to award future contracts to the Agency. The performance requirements for this Agreement are as follows:

A. Technical Assistance and Reporting

- Assist the County in preparing all reports for CSAP pertaining to the project, including the quarterly progress reports;
- Supervise the Coalition Coordinator and Evaluator

B. Evaluation

- Create and analyze evaluation forms for all programs of the Coalition including: Middle School Leadership Conference, Youth Survey reports, Parent Survey reports and training for Health Care providers.
- Assist with the preparation of the evaluation section of the COMET report as required by the funding agency.

C. Coalition Coordination

- Facilitate coalition meetings;
- Keep all records of meetings including minutes and attendance;
- Facilitate the meetings of all committees;
- Keep track of the committees' work;
- Oversee all grant activities including Middle School Leadership Conference, training for Healthcare professionals, Marijuana prevention activities
- Attend CADCA and the Summer Training Conferences

The Results for the 2014-2015 Program are indicated below:

Objective 1: Enhance skills of coalition leaders

Outcomes: The Coalition Coordinator and the Technical Assistance provider attended the annual Community Anti-Drug Coalitions of America (CADCA) Conference and brought back valuable information to the Coalition. The Technical Assistant also attended the NYS Office of Alcoholism and Substance Abuse Services (OASAS) Learning Institute that further developed her skills to mentor emerging coalitions.

SAS assisted in writing a proposal to the Community Anti-Drug Coalitions of America to feature the work of the Westchester Coalition at the National Leadership Conference. The proposal was accepted and SAS assisted in creating the display, which won the "People's Choice" award at the conference. Creating and staffing the display helped develop the leadership skills of both Coalition leaders and members.

Objective 2: Strengthen the community risk profile

Outcomes: The Coordinator and Technical Assistant recruited a demographically representative group of schools to participate in a statewide youth survey. They assisted the schools in communicating with parents and faculty about the survey administration and assisted in the administration itself. Over 5,000 students participated in the survey. The results will be available in October 2015. SAS also conducted an in depth analysis of the 2011 and 2013 survey data set that produced interesting results, including demonstrating that communities with coalitions see greater reductions in alcohol and marijuana use among high school students than do communities without coalitions. SAS created a risk profile specifically pertaining to opiate/heroin abuse among high school students and young adults.

Objective 3: Enhance skills of member coalitions

Outcomes: The Technical Assistant provider and Coalition Coordinator offered technical assistance to member coalitions and planned and facilitated regular coalition meetings. The results of the technical assistance are that three Coalition members of the County Coalition secured five years of Drug Free Community Support Program funding totaling a value of 1.875 million additional dollars in substance abuse prevention grant funds for Westchester communities.

During the regular coalition meetings, the Coalition Coordinator featured such topics as the High Intensity Drug Trafficking Area (HIDTA) report, Social Marketing for coalitions, Prom safety initiatives, data collection, and prescription drug abuse prevention. Meetings are very well attended, attesting to the value that members place on the Westchester Coalition.

Objective 4: Create stronger community laws and norms that discourage alcohol and other drug use

Outcomes: The Coalition Coordinator planned and hosted trainings for gatekeepers including school staff and administration, alcohol/drug treatment providers and police officers. Over 200 people attended the trainings this grant year. At the conclusion of the training, participants complete an evaluation and each evaluation indicated that the trainings were excellent and that the participants would use the skills to impact underage drinking and other drug use.

SAS helped to plan and host a full day conference for youth leaders. Over 200 high school students representing districts from all parts of Westchester attended. The conference helps youth promote alcohol and drug free norms in their communities. SAS also helped to recruit youth to attend a regional summer conference where they further hone their leadership skills. 75 youth attended the summer conference this year.

SAS helped continue the Power to the Parent Campaign that offers support to parents to set and follow through with clear no-use norms with their teens. SAS staff assists in all aspects of this campaign that includes posters, media, and a website, which is the centerpiece of the campaign. This grant year, 6,300 users accessed the website with a total of 14,000 page views. Campaign materials were also distributed through 40 local high schools and middle schools resulting in a combined reach of over 8,000 parents. Many of the campaign material are also available in Spanish.

Objective 6: Increase the perception of risk of harm of marijuana use.

Outcomes: The Coalition Coordinator and the Technical Assistant helped create a media campaign of 13 individual messages about the risks of marijuana use and the benefits of being Marijuana Free. The campaign used print and on-line media to teach parents about the potential harm of youth marijuana use and encourage them to explore ways to help their teens remain marijuana-free. Many of the youth remain active in the countywide leadership group of high school teens facilitated by the Coalition Coordinator and Technical Assistant. SAS provides upkeep of the Coalition's Facebook page. This past grant year, the page received over 25,000 views, many of these views were related to the posting of the marijuana prevention messages.

The Agency shall provide the county with quarterly written reports of its progress in achieving the above goals and objectives of this Agreement. In addition, the county may request additional reasonable documentation from the Agency to verify performance of the terms of this Agreement, which the Agency shall provide. The county may also make site visits and/or accompany the Agency to the location(s) where the work is being performed to both review the Agency's records and observe and monitor the performance of the contract.

These services will be funded through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA), a division of the U.S. Department of Health and Human Services.

Ordinarily this Agreement would be exempt from the requirements of the Westchester County Procurement Policy pursuant to section 3(a)xviii thereof. However, because it is federally-funded, it is subject to the requirements of the Federal Common Grant Rules ("FCGR") and, as such, Section 13 of the County Procurement Policy applies. In this regard, the Department reached out to various potential agencies located in a reasonable proximity to the County (75 mile radius) and SAS was the only agency determined to be able to perform the services required in accordance with the grant requirements. Therefore, the Department has determined that the procurement of SAS constitutes a *procurement by noncompetitive proposal*, as that term is defined under the FCGR, because after solicitation of a number of sources, competition has been determined to be inadequate. Therefore the Department is in compliance with the Federal Common Grant Rules.

Accordingly, I most respectfully recommend your Board's favorable consideration of the annexed proposed Resolution

GNL/PMT

RESOLUTION

Upon a communication from the Commissioner-Sheriff of Public Safety, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Public Safety Services, Office of Drug Abuse Prevention and STOP-DWI, is authorized to enter into an agreement with the Student Assistance Services Corporation (“SAS”) pursuant to which SAS will coordinate the activities of the Westchester Coalition for Drug and Alcohol Free Youth (the “Coalition”) to strengthen the Coalition’s efforts to prevent and reduce youth substance abuse and enhance collaboration among all sectors., for a term commencing on September 30, 2015 and continuing through September 29, 2016 (the “Agreement”); and be it further

RESOLVED, that in consideration for services to be rendered, SAS will be paid an amount not to exceed \$65,000.00, payable in accordance with an approved payment schedule; and be it further

RESOLVED, that this Agreement is subject to county appropriations; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all action necessary and appropriate to effectuate the purpose hereof.

Account to be
Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2015/2016	711	71	013Q	4380	T013	65,000.00

Budget Funding Year(s) **2015-2016**

Start Date: **September 30, 2015**; End Date: **September 29, 2016**

(must match resolution)

Funding Source

\$ 65,000.00

(must match resolution)

Tax Dollars _____

State Aid _____

Federal Aid **\$65,000.00**

Other: