



**Office of the District Attorney  
County of Westchester**

**MEMORANDUM**

**60758**

January 10, 2018

TO: HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

FROM: ANTHONY A. SCARPINO JR.  
DISTRICT ATTORNEY

RE: RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO:

- 1) ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF VICTIMS SERVICES TO ACCEPT A GRANT IN THE AMOUNT OF \$313,410 FOR THE DISTRICT ATTORNEY'S OFFICE TO PROVIDE VARIOUS SERVICES TO ASSIST CRIME VICTIMS FOR THE PROGRAM PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, PURSUANT TO AN APPROVED BUDGET; AND
- 2) SUBCONTRACT WITH WESTCHESTER JEWISH COMMUNITY SERVICES, INC. FOR THE PROVISION OF PSYCHOTHERAPY SERVICES TO CRIME VICTIMS IN THE AMOUNT OF \$81,720 FOR THE PROGRAM PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, PURSUANT TO AN APPROVED BUDGET.

Authority is sought for the County of Westchester ("County") to enter into an agreement with the New York State Office of Victims Services ("OVS") to accept a grant (the "Grant") in the amount of \$313,410 in state and federal pass through funds for the District Attorney's Office to provide various services to assist crime victims for the program period October 1, 2017 through September 30, 2018 (the "Grant Agreement"). Pursuant to the terms of the Grant Agreement, the County will be required to contribute \$45,422 in matching funds towards this program.

Authority is also sought for the County to enter into an agreement with Westchester Jewish Community Services, Inc. ("WJCS") for the provision of psychotherapy services to crime victims in an amount not-to-exceed \$81,720, payable pursuant to an approved budget, for the program period October 1, 2017 through September 30, 2018 (the "Contractor Agreement").

The goal of the Grant is to continue to provide a centralized, accessible crime victims' assistance unit within the Westchester County District Attorney's Office. This unit provides all direct services and benefits offered by the OVS. These services include compensation claim assistance, on-site counseling, and follow-up contact with victims, criminal justice support and advocacy and personal advocacy to victims.

The public purpose of the Grant is to protect and extend the rights and needs of all innocent victims of crime in New York State. Funding from the OVS Grant also expands and facilitates the coordination of services and assistance available from federal, state and local government agencies as well as other agencies, shelters and organizations.

These agreements will be monitored by the adherence to the work plan outlined by OVS which will be documented in the quarterly fiscal and programmatic reports submitted to OVS.

The Grant Agreement does not constitute a procurement and as such is not subject to the requirements of the County Procurement Policy.

With respect to the Contractor Agreement with WJCS, the County has complied with sections 5 and 13 of the County Procurement Policy. On September 8, 2017, the District Attorney's Office issued an RFP seeking the services of a therapist to provide psychotherapy services to crime victims. The RFP was posted on the County's RFP website. In addition, the RFP was sent to the prior incumbents of this position of the OVS grant, Elizabeth Bussian Psychotherapy LLC and WJCS. Despite these efforts, only one proposal, the one submitted by WJCS, was received in response to the RFP. The District Attorney's Office reviewed the proposal with reference to the evaluation criteria set forth in the RFP. After careful consideration, WJCS was selected to provide these services because they were able to provide the professional service needed for this grant. In addition, we have a long-standing professional relationship with this agency and we know and respect the quality of the service they provide. Accordingly, for the foregoing reasons, it is proposed that awarding this contract to WJCS would be in the County's best interests.

I certify that my department, a) has copies of, or access to all applicable laws, rules, regulations, grant applications, and grant agreements (including any master agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Accordingly, your Board's approval of the attached resolution is most respectfully requested.

## RESOLUTION

Upon communication from the District Attorney, be it hereby

**RESOLVED**, that the County of Westchester is authorized to enter into an agreement with the New York State Office of Victim Services (“OVS”) to accept a grant in the amount of \$313,410 for the District Attorney’s Office to provide various services to assist crime victims for the program period October 1, 2017 through September 30, 2018, pursuant to an approved budget (the “Grant Agreement”); and be it further

**RESOLVED**, that pursuant to the terms of the Grant Agreement, the County shall contribute \$45,422 in matching funds; and be it further

**RESOLVED**, that the County is further authorized to enter into an agreement with Westchester Jewish Community Services, Inc. (“WJCS”) for psychotherapy services for crime victims for the program period October 1, 2017 through September 30, 2018 in an amount not-to-exceed \$81,720 payable pursuant to an approved budget; and be it further

**RESOLVED**, that the agreement with WJCS (the “Contractor Agreement”) is subject to County appropriations; and be it further

**RESOLVED**, that the Contractor 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 the Contractor Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to WJCS, then WJCS shall have the right to terminate the Contractor Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the District Attorney or his duly authorized designee be and hereby is authorized and empowered to execute any and all documents necessary to effectuate the purposes hereof.

Agreement #

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	37	635S	9854	T635	\$62,682
263	37	635S	9853	T635	\$250,728
101	37	0010	4912	T635	\$45,422
263	37	635S	4380	T635	\$81,720

Budget Funding Year(s) 2018 Start Date 10/01/2017 End Date 09/30/2018  
(must match resolution)

Funding Source Tax Dollars, \$45,422 \_\_\_\_\_

State Aid \$62,682 \_\_\_\_\_

\$358,832 Federal Aid \$250,728

-  
(must match resolution)

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/08/2018 - JESSICA MARIJAJ, SECRETARY