

67915

February 15, 2019

TO: Honorable Members  
Board of Acquisition and Contract

FROM: Rocco A. Pozzi  
Commissioner of Probation

RE: **Request for authority to enter into a Curriculum License Agreement with National Curriculum Training Institute, Inc. ("NCTI") pursuant to which NCTI will allow the County of Westchester to reproduce NCTI Cognitive Life Skills Program materials for a one-year period commencing June 1, 2019 and ending May 31, 2020 for an amount not to exceed \$25,000.**

Authority is hereby sought from your Honorable Board for the County of Westchester ("County") acting by and through the Department of Probation ("Department") to enter into a curriculum license agreement with NCTI, pursuant to which NCTI will allow the Department to reproduce NCTI Cognitive Life Skills Program ("CLSP") materials for an amount not to exceed \$25,000.

NCTI is a leader in the field of cognitive behavior change programs for offenders. The Department has utilized NCTI CLSP materials for many years. The goals of the CLSP groups are to improve offender decision making and interpersonal skills which enable participants to work better in their environment and handle conflict more constructively. This past year approximately 30 CLSP groups were run with an average size of 5 to 10 people per group.

With the curriculum license, the Department will receive "make ready originals" of the curriculum for the Cognitive Life Skills program. These "make ready originals" are designed to be copied as needed which provide the Department with a flexible and cost effective alternative to implement the programs. The advantages are as follows:

- Personnel do not have to carry and store pre-printed workbooks
- Waste is minimized when clients join or leave the program in mid-stream, which can result in portions of a workbook being unused
- Money is saved on shipping charges, since copying is done on site
- The Departments can readily make program components available to clients, resulting in greater participation
- Any updates to the curriculum do not result in outdated inventories

The Department will track the number of CLSP groups during the period of the contract to demonstrate the significant role that CLSP groups play in supervising offenders and to give an idea of how many sets of CLSP materials are used.

The license agreement serves several public purposes. It saves taxpayer dollars by substituting the ability to reproduce materials onsite for the purchasing and shipping of professionally printed booklets and materials. The agreement also prevents paper waste since specific sections of the programs can be selected for use as opposed to having to acquire an entire pack of materials. Most importantly, Westchester County residents will be safer as a result of employing CLSP programs, as research has proven that cognitive behavioral programming has a demonstrated record of effectiveness in reducing recidivism.

Approval of this resolution will ensure that the offenders supervised or institutionalized by these departments will be more likely to make positive decisions and, therefore, decrease the risk of recidivism. Without life skills education many offenders' lives would be unchanged. This would affect his/her ability to find and retain employment, achieve academic success, and engage in positive relationships. With respect to the licensing aspect of the agreement, by approving this resolution, the Department will not have to purchase materials published by the vendor at higher expense with greater potential for paper waste.

It should be noted that this license is exempt from the County's Procurement Policy pursuant to Section 3(b) of that Policy. A proposed resolution to authorize this agreement is annexed hereto, and I recommend its approval.

RAP/DJ

**RESOLUTION**

Upon a communication from the Commissioner of Probation, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through the Department of Probation ("County") is hereby authorized to enter into a Curriculum License Agreement with National Curriculum Training Institute, Inc. ("NCTI") which will allow the County the ability to reproduce NCTI Cognitive Life Skills Program materials, giving them a flexible and cost effective alternative to implement these programs for a one-year period commencing June 1, 2019 and ending May 31, 2020, in an amount not to exceed \$25,000 ("Agreement"); 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 any amendments thereto, and for reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impact 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 this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that the County Executive or his duly appointed designee is hereby authorized to execute such documents and take such actions necessary and appropriate to affect the purpose hereof.

**Account to be Charged/Credited**

Fund	Dept.	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
101	39	1000	4380		\$20,000
263	39	073T	4380	T073	\$5,000

Budget Funding Year(s) 2019 Start Date June 1, 2019 End Date May 31, 2020  
(Must match resolution)

Funding Source	Tax Dollars <u>\$20,000</u>
	State Aid _____
<u>\$25,000</u>	Federal Aid _____
(Must match resolution)	Other <u>\$5,000</u>