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DATE: January 2, 2020

TO: Board of Acquisition and Contract

FROM: Michael Orth, M.S.W., Commissioner
Department of Community Mental Health

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Coordinated Care Services, Inc., pursuant to which they will provide various services concerning the funding the County receives from New York State for mental health services.

Authority is respectfully requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), and Coordinated Care Services, Inc. ("CCSI"), pursuant to which CCSI will provide various services (the "Services") concerning the funding the County receives from New York State for mental health services (the "State Aid"), for a term commencing on January 1, 2020 and continuing through December 31, 2020, for an amount not-to-exceed \$44,300, pursuant to an approved budget.

The Services will include the following, which will be paid for with State funds: providing technical assistance in monitoring and evaluation activities associated with the program and fiscal management of the Community Support Services program funded through State Aid; managing State Aid allocations; providing Consolidated Fiscal Report ("CFR") training to service providers; and providing training and technical assistance to service providers with cost reports and reconciling the closeouts for maximizing revenues for community support services..

The Department requires the Services proposed to be provided by CCSI because it is in the County's best economic interests to obtain technical assistance for County personnel and other providers that deliver mental health, chemical dependency and developmental disability services in order to ensure that the County can best manage and utilize the State Aid. These Services will, in turn, result in better utilization of available resources and timely and accurate financial reports to the State. Untimely and inaccurate reporting to the State will result in State funding withholdings that would cause the Department to spend considerable time and resources in responding to State inquiries. Elimination of delays in State funding will therefore accelerate funding to the Department, which will help maximize the Department's operations to benefit the mental health and other needs of County residents, in accordance with the Department's mandate.

CCSI has significant expertise in monitoring and evaluation activities and preparing Consolidated Fiscal Reports (CFRs), financial reporting and data management. Notably, the State has used CCSI to perform said tasks. This all makes CCSI particularly well-qualified to provide the County with the proposed services, and thereby help ensure better management and utilization of available resources, and timely and accurate financial reports to the State that will help eliminate delays in State funding, as described above.

Therefore, it is proposed that the best interests of the County would be served by exempting this agreement from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/23/2020 - JIA MARIJAN SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health be it hereby:

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly not in the best interests of the County in connection with the procurement of an agreement with Coordinated Care Services, Inc. ("CCSI"), pursuant to which CCSI will provide various services concerning the funding the County of Westchester receives from New York State for mental health services, including the following: providing technical assistance in monitoring and evaluation activities associated with the Community Support Services program funded through State Aid; managing State Aid allocations; providing Consolidated Fiscal Report ("CFR") training to service providers; providing training and technical assistance to services providers with cost reports and reconciling the closeouts for maximizing revenues for community support services and providing technical assistance in preparing the County's CFR.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION SECRETARY