



Department of Emergency Services

Memorandum

76250

Date: April 17, 2020

To: The Honorable Board of Acquisition and Contract

From: John M. Cullen
Commissioner of Emergency Services

Re: **Resolution Authorizing the County of Westchester to amend its Agreement with United Way of Westchester and Putnam, Inc. ("United Way") in order to increase the amount of the Agreement by \$4505.00 for the time period from October 1, 2019 through September 30, 2020.**

On November 10, 2016, your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Emergency Services, to enter into an agreement (the "Agreement") with United Way of Westchester and Putnam, Inc. ("United Way") in order to utilize United Way's 2-1-1 service to assist with the continued operation of the County's Special Needs Registry ("SNR") from October 1, 2016 through September 30, 2019, with the County having the sole option to renew the Agreement once for an additional two years. Pursuant to the Agreement, United Way was to be compensated an amount not to exceed \$19,000 per year for a total amount not to exceed \$57,000.

On October 31, 2019, your Honorable Board authorized the County to enter into an amendment to the Agreement (the "First Amendment") in order to exercise its option to renew the Agreement with the United Way in order to continue to utilize United Way's 2-1-1 service from October 1, 2019 through September 30, 2021 (the "Renewal period"). Pursuant to the First Amendment, United Way will be compensated an amount not to exceed \$19,000 per year during the Renewal Period, for a new total amount not to exceed \$95,000.

Pursuant to the Agreement (and First Amendment), United Way normally operates 10 hours per day and will extend its operating hours as needed or requested by the County during emergency operations. One 14-hour expanded operation per year ("Expanded Operation"), from 10 to 24 hours, was included in the annual not-to-exceed amount, and any additional Expanded Operations would cost \$4,505.00 for each 14-hour period, subject to the approval of your

Honorable Board. As a result of an increase in call volume due to the coronavirus pandemic, the County has requested two Expanded Operations in the first year of the Renewal Period.

Accordingly, authority is hereby requested from your Honorable Board for the County to enter into an amendment (the "Second Amendment") to the Agreement in order to increase the amount of the Agreement by \$4505.00 for the time period from October 1, 2019 through September 30, 2020, for a new total amount not to exceed \$99,505.00.

Goals & Objectives: The goal of this Second Amendment is to continue to incorporate the already existing infrastructure, staffing and expertise of the United Way 2-1-1 answering center and enhance the County's efforts to operate the SNR and provide information during times of major emergencies or disasters. This unique, unmatched, call taking center has the experience and capacity to assist the County in reaching its objective to identify as many of the County residents needing information and assistance during an emergency as possible, including the ability to expand operations and communicate with those whose primary language is not English.

Public Benefit: This Second Amendment will enable the County to use the 2-1-1 call taking/processing professionals to expertly and efficiently assist individuals to register for SNR and to provide information during times of major emergencies or disasters when activated by the County.

Monitoring: This Second Amendment will be monitored for performance and quality assurance of data entered by the DES staff, reporting to the Commissioner.

I believe it is in the best interest of the County to enter into the within described Second Amendment. Accordingly, I recommend that your Honorable Board approve the annexed proposed Resolution.

JMC/KN/jrc
Attachment

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester (“County”) acting by and through its Department of Emergency Services, is authorized enter into an amendment (the “Second Amendment”) to its agreement (the “Agreement”) with United Way of Westchester and Putnam, Inc. (“United Way”) which commenced on October 1, 2016 and expires on September 30, 2021 in order to increase the amount of the Agreement by \$4505.00 for the time period from October 1, 2019 through September 30, 2020, for a new total amount not to exceed \$99,505.00; and be it further

RESOLVED, that the Agreement and the Amendments thereto are subject to County appropriations; and be it further

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

RESOLVED, that the County Executive or his 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	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	20	752T	4380	T752	\$4505

Budget Funding Year(s) 2019-2020 Start Date 10/1/19 End Date: 9/30/20 (must match resolution)

Funding Source Tax Dollars _____

State Aid \$4505 _____

Federal Aid _____

Other _____

\$ 4505
(must match resolution)