

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**81212**

**DATE:** December 4, 2020

**TO:** Board of Acquisition and Contract

**FROM:** Kevin M. McGuire  
Commissioner of Social Services

**SUBJECT: Authority to exempt the procurement of an amendment to an agreement with the Child Care Council of Westchester, Inc. ("CCCW") for the services of a Subsidy Support Specialist from the Westchester County Procurement Policy pursuant to Section 3 (a) xxi thereof.**

By resolution approved on June 25, 2020, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement with the Child Care Council of Westchester, Inc. ("CCCW") pursuant to which CCCW would provide the services of a Subsidy Support Specialist to help to identify and assist eligible families with successful navigation through the child care subsidy system for the period from January 1, 2020 through December 31, 2020 in an amount not-to-exceed \$61,200 (the Agreement"). A best interest of the County exemption resolution pursuant to Section 3 (a) xxi of the Westchester County Procurement Policy, was also approved by your Honorable Board on the same date. The Agreement was subsequently executed.

The BOL recently added \$3,060 in additional funding to this contract. A separate resolution of even date herewith is currently pending before your Honorable Board to authorize an amendment to the Agreement to increase the not-to-exceed amount by \$3,060, from an amount not-to-exceed \$61,200 to a new amount not-to-exceed \$64,260. Accordingly, authority is now requested for the County to exempt the procurement of the proposed amendment to the Agreement with CCCW from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3 (a) xxi thereof.

Ordinarily, under Section 5 (b) of the Procurement Policy, the County is required to solicit written or oral quotations from no fewer than three persons customarily providing such services

and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, as your Honorable Board may know, CCCW is the Child Care Resource and Referral

agency for Westchester County pursuant to Title 5-B of the Social Services Law. CCCW is the only Westchester County based agency that is designed and staffed to conduct the required services. CCCW assists in making safe and affordable day care services available to low income families in the County of Westchester. CCCW has relationship with the day care providers in this County and has an established relationship with New York State Office of Children and Family Services (“NYS OCFS”). CCCW has provided remarkable child care related services to the County for many years. CCCW has not received any sanctions as a result of major non-compliance with performance standards. In addition, CCCW has a long standing relationship with the County. Its familiarity with and knowledge of the child care system allows them to deliver the services pursuant to the proposed agreement. This knowledge allows CCCW to provide the public with all the necessary tools they need in taking advantage of the existing child care subsidy support system.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting the amendment to this Agreement with CCCW from the procedures of the County’s Procurement Policy.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board’s consideration.

KMM/TL/jpg  
Attachment

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, 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 of Westchester in connection with the procurement of an amendment to an agreement with Child Care Council of Westchester, Inc. to provide the services of a Subsidy Support Specialist who will help to identify and assist eligible families with successful navigation through the child care subsidy system for the period from January 1, 2020 through December 31, 2020 in a total not-to-exceed amount, as amended, of \$64,260.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/10/2020 - USA PRIMA SECRETARY