

George Latimer  
County Executive

Department of Social Services

John Befus  
Acting Commissioner

**82258**

**DATE:** January 25, 2021

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** John Befus, Acting Commissioner  
Department of Social Services

**SUBJECT: Authority to exempt from compliance with the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof an agreement between the County of Westchester and Westchester Institute for Human Development (“WIHD”) for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual for the period from January 1, 2021 through December 31, 2021 for an amount not to exceed \$115,995.**

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Authorization is requested to exempt from compliance with the Westchester County Procurement Policy (“Policy”) pursuant to Section 3(a) xxi thereof an agreement between the County of Westchester and Westchester Institute for Human Development (“WIHD”) for the provision of professional and technical services necessary to maintain and update the on-line Child Welfare DSS Manual for the period from January 1, 2021 through December 31, 2021 for an amount not to exceed \$115,995 to be paid on a monthly basis pursuant to an approved budget and subject to appropriation.

Ordinarily under Section 5(b) of the Policy, the County is required to solicit proposals for such services by issuing an RFP. However, in light of the fact that the Department of Social Services (the “Department”) has been contracting with WIHD to provide professional assistance on matters related to the Department’s mandated preventive and child protective programs as well as the foster care and adoption programs for many years now, WIHD is in a most advantageous position to deliver the consulting services necessary to maintain and update the on-line Child Welfare DSS Manual as well as data analysis and program evaluation. Over the many years it has worked on this project, WIHD has gained extensive working knowledge of the Department’s programs and policies. In addition, WIHD has demonstrated the ability to develop exemplary program materials and make complex “research” tools simple for non-research professionals to use.

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 interest of the County. Based on the expertise, experience and familiarity of WIHD in working with this program and the long-standing relationship the contractor has with the County, it is proposed that the best interest of the County would be served by entering into this agreement with WIHD for continued professional and technical services.

A separate resolution has been submitted requesting authority to enter into this agreement.

Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/18/2021 - USA MRIJAJ, SECRETARY

## **RESOLUTION**

Upon a communication from the Acting Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that pursuant to Section 3(a) xxi of the Westchester County Procurement Policy, 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 interest of the County of Westchester in connection with the procurement of professional and technical services from Westchester Institute for Human Development for the purpose of updating and maintaining the on-line Child Welfare DSS Manual.

APPROVED BOARD OF ACQUISITION & CONTRACT 02/13/2021 - USAMRIAJ, SECRETARY