

**86475**

DATE: July 14, 2021

TO: The Honorable Board of Acquisition and Contract

FROM: Sherlita Amler, M.D.  
Commissioner of Health

Re: Authority for the County of Westchester to enter into a Memorandum of Agreement with Mercy College, pursuant to which Mercy College will participate as a coalition partner in a COVID-19 - related health promotion program for the period from July 1, 2021 through June 30, 2023, for a total amount not-to-exceed \$461,967, payable pursuant to an approved budget.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Health (the "Department"), to enter into a Memorandum of Agreement ("MOA") with Mercy College ("Mercy"), pursuant to which Mercy will participate as a coalition partner in a COVID-19 - related health promotion program, for the period from July 1, 2021 through June 30, 2023, for a total amount not-to-exceed \$461,967, payable pursuant to an approved budget.

The County, through the Department of Health, has received a grant (the "Grant") from the U.S. Department of Health and Human Services (HHS) to be used to provide community-based participatory approaches to reducing COVID-19 disparities and increasing patient health literacy in Westchester County. As a condition of receiving the Grant, WCDH must enter into Memoranda of Agreement with a coalition of healthcare providers, community organizations, and faith networks in a COVID-19-related health promotion program in which the Department will be the lead agency. Mercy will serve as one of the coalition partners.

Among other things, Mercy will: plan and implement quality improvement and program evaluation of health education to ensure successful implementation, including measurement of target indicators in alignment with grant objectives; provide expert consultation to WCDH and community partners regarding the development and training of community-based health educators, including planning and conducting focus groups; provide advice to the Department's evaluation and biostatistics team in measurement and analysis of program results, including determining whether intended outcomes were achieved, comparison of education participants and control groups, and selecting covariates; and hire, direct, and supervise 5 undergraduate interns and 1 graduate student researcher to assist with program-related activities.

The MOA will serve a public purpose by reducing racial and ethnic health disparities related to COVID-19 in Westchester County, with emphasis on geographic areas of focus.

The goals and objectives of the MOA are to design and implement a health promotion program for Westchester residents who reside in one of the 55 census tracts in the upper quartile of the Social Vulnerability Index, which comprise Yonkers, Port Chester, Mount Vernon, Ossining, Tarrytown, and New Rochelle.

The goals and objectives will be tracked and monitored by the Department by meeting with Mercy to plan and conduct focus groups from the targeted priority populations, conducting pre and post surveys of participants in the health literacy programs to determine the COVID-19 vaccine uptake, and conducting evaluations throughout the program to make quality improvements in the health literacy program.

The MOA is exempt from the Westchester County Procurement Policy (the "Policy") pursuant to Section 3(a) ix thereof which exempts contracts with educational professionals. In addition, since these services are funded with Federal grant monies, they are also subject to Federal procurement requirements. The Federal procurement regulations (2 CFR§ 200.320) require that contracts in amounts greater than \$250,000 be procured through the issuance of an RFP, unless such contracts are deemed to be "non-competitive" procurements. The Department believes that since Mercy is the only educational institution in the area that meets the Grant requirements of being both a community based and minority serving institution, it is exempt from the Federal procurement rules pursuant to 2 CFR§ 200.320(c)(2), which exempts contracts that are only available from a single source.

Accordingly, authority is respectfully requested from your Honorable Board for the County to enter into this Agreement.

SA/DC/jpg  
Attachment

## RESOLUTION

Upon a communication from the Commissioner of Health, it is hereby

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Health (the “Department”), is authorized to enter into a Memorandum of Agreement (“MOA”) with Mercy College, pursuant to which Mercy College will participate as a coalition partner in a COVID-19 - related health promotion program to provide community-based participatory approaches to reducing COVID-19 disparities and increasing patient health literacy in Westchester County, for the period from July 1, 2021 through June 30, 2023, for a total amount not-to-exceed \$461,967, payable pursuant to an approved budget; and, be it further

**RESOLVED**, that the County Executive or his duly authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Original Agreement: \$  
 First Amendment: \$  
 Second Amendment: \$  
 This Amendment: \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	W039	4380	G039	\$230,626
	263	27	X039	4380	G039	\$231,341

Budget Funding Year(s) (must match resolution) 2021-2023 Start Date 07/01/21 End Date 06/30/23

Funding Source	Tax Dollars	
	State Aid	
<b>\$461,967</b>	Federal Aid	Federal Direct – US Dept of Health & Human Services
(must match resolution)	Other	