

90111

Date: January 10, 2022

To: The Honorable Board of Acquisition and Contract

From: Leonard G. Townes
Commissioner, Department of Social Services

Re: Request for authority to amend a “short-form” contract with Todd Brickhouse Accessibility Associates, A Division of Brickhouse Design Group LTD. (“Brickhouse”) pursuant to which Brickhouse agreed to provide consulting services in connection with the “1915C Children’s Waiver” program, for a term commencing September 1, 2020 and expiring on August 31, 2021, for an amount not to exceed \$35,000, by retroactively extending the term of the Agreement to a new termination date of October 31, 2021 and to increase the not-to-exceed amount by \$5,050 to a new total amount not to exceed \$40,050.

On or about December 1, 2020, the County of Westchester (“County”), acting by and through its Department of Social Services (the “Department”), entered into a “short-form” contract with Brickhouse pursuant to which Brickhouse agreed to provide consulting services in connection with the “1915C Children’s Waiver” program for mandatory home evaluation adaptations to allow certain children in Westchester County who are physically disabled to continue to be cared for at home, for a term commencing September 1, 2020 and expiring on August 31, 2021, for an amount not to exceed \$10,000 (the “Agreement”). The Agreement was subsequently executed.

Due to an increased demand for home adaptation evaluations, on or about April 8, 2021, the County amended a “short-form” contract with Brickhouse pursuant to which Brickhouse agreed to provide additional consulting services in connection with the “1915C Children’s Waiver” program for mandatory home evaluation adaptations to allow certain children in Westchester County who are physically disabled to continue to be cared for at home, for a term commencing September 1, 2020 and expiring on August 31, 2021, by increasing the not to exceed amount by \$25,000 for a new not to exceed amount of \$35,000 in consideration for the additional services rendered during the term of the Agreement (the “Amendment”). The Amendment was subsequently executed.

The Department of Social Services issued a request for quotations in mid-September 2021 for the home adaptation services and received one response from Brickhouse. Brickhouse continued to provide services through October 31, 2021, resulting in the need to amend the Agreement to increase its not-to-exceed amount by \$5,050 and to extend the term of the Agreement.

As your Honorable Board is aware, amendments to short-form contracts which result in increases which exceed the \$35,000 threshold for short-form contracts and/or term extensions beyond the one (1) year threshold, must first be approved by your Honorable Board. Since the term of the Agreement will now exceed the one-year limit, the authority of your Honorable Board is required. Accordingly, authority is respectfully requested to amend the Agreement with Brickhouse to retroactively extend the term of the Agreement to a new termination date of October 31, 2021 and to increase the not-to-exceed amount by \$5,050 to a new total amount not to exceed \$40,050.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement will remain in full force and effect.

This Agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to section 3(a) xvii thereof.

The goal and objective of the proposed Agreement is to provide the continuity of mandatory pre and post evaluations of home adaptations for families with disabled children offered through the Medicaid Children's Waiver Program. The Program provides disabled clients enrolled in the Medicaid Children's Waiver Program with mandatory pre and post home adaptation evaluations and ensures that the clients and their caregivers have the support needed to provide continuity of quality care and the ability to safely provide for them in their home.

The goal and objective of the proposed Agreement is in the best interest of the County in terms of public safety, public health and environment because the home adaptation evaluations ensure that the health and safety of the disabled client's needs are adequately met and properly planned and facilitated.

The goal and objective of the Proposed Agreement will be tracked and monitored by the Office of Medical Home Care Services 1915C Children's Waiver Program and the Staff of DSS.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to amend a “short form” agreement with Todd Brickhouse Accessibility Associates, A Division of Brickhouse Design Group LTD. (“Brickhouse”) pursuant to which Brickhouse agreed to provide consulting services in connection with the “1915C Children’s Waiver” program, for a term commencing September 1, 2020 and expiring on August 31, 2021, for an amount not to exceed \$35,000 by extending the term of the Agreement to a new termination date of October 31, 2021 increasing the not-to-exceed amount by \$5,050 to a new total amount not to exceed \$40,050; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5650		\$5,050

Budget Funding Year(s) 2021 Start Date 9/1/21 End Date 10/31/21
(must match resolution)

Funding Source Tax Dollars _____

State Aid 50%

\$5,050 Federal Aid 50%

(must match resolution)

Other _____