

92516

DATE: April 12, 2022

TO: The Honorable Board of Acquisition and Contract

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

Re: Authority for the County of Westchester to amend an Agreement with Smith Research and Consulting LLC, pursuant to which Smith Research and Consulting LLC will work with the County and community/faith based organization leaders to co- develop a COVID-19 Health Education Curriculum to implement a community health education program designed to reduce COVID-19 disparities and increase patient health literacy in Westchester County, by increasing the not-to-exceed amount of the agreement by \$10,000 for a total revised amount not-to-exceed of \$50,000.00, payable at the hourly rate of \$165.

On September 16, 2021, Your Honorable Board approved a Resolution authorizing the County of Westchester (the "County"), acting by and through its Department of Health (the "Department"), to enter into an Agreement (the "Agreement"), with Smith Research and Consulting LLC ("Consultant"), pursuant to which the Consultant would work with the County and community/faith based organization leaders to co-develop a COVID-19 Health Education Curriculum to implement a community health education program designed to reduce COVID-19 disparities and increase patient health literacy in Westchester County (the "Work"), for a term commencing upon execution of the Agreement and continuing through June 30, 2023, in a total amount not-to-exceed of \$40,000.00, payable at the hourly rate of \$165. The Agreement was executed on October 21, 2021 (the "Initial Agreement")

The Consultant has informed the County that additional billable hours are needed to complete the Work as stated in the Initial Agreement, which is available in the grant budget.

Therefore, authority is respectfully requested from your Honorable Board for the County, acting by and through its Department, to amend the Initial Agreement with the Consultant, in order to complete the Work with the County and community/faith based organization leaders to co-develop a COVID-19 Health Education Curriculum to implement a community health education program designed to reduce COVID-19 disparities and increase patient health literacy in Westchester County, by increasing the not-to-exceed amount of the Initial Agreement by \$10,000 for a total revised amount not-to-exceed of \$50,000.00, payable at the hourly rate of \$165 (the "Amendment").

The County, through the Department as the lead agency, 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. In order to facilitate the delivery of Grant services, the Department requires the professional expertise of the Consultant to not only co-develop the content and format of the COVID-19 Health Education Curriculum to ensure it is culturally and linguistically appropriate for the target audience, but also to review feedback from participants receiving the education to revise the curriculum to adjust education language, format, and content.

The Amendment will serve a public purpose in promoting the public health, safety and general welfare of County residents by reducing racial and ethnic health disparities related to COVID-19 in Westchester County, by reaching and educating hard-to-reach populations who will most benefit from COVID-19 educational programming.

The goals and objectives of the Amendment are to co-develop with the County and community/faith based organization leaders, a COVID-19 Health Education Curriculum to implement a community health education program designed to reduce COVID-19 disparities and increase patient health literacy in Westchester County.

The goals and objectives will be tracked and monitored by the Department in reviewing the development of the COVID-19 Health Education Curriculum and working with the Consultant to revise the curriculum as necessary to achieve the intended outcomes.

It should be noted that the requirements of both the Westchester County Procurement Policy (the "Policy") and Federal procurement regulations were previously followed. Pursuant to Section 5(b) of the Policy, for procurements of goods or services reasonably expected to cost less than \$75,000 but at least \$20,000, the procuring officer is required to solicit written or oral quotations from no fewer than three persons customarily providing such goods or services and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. In addition, since the Agreement will be funded with Federal grant monies, it is also subject to Federal procurement requirements. The Federal procurement regulations (2 CFR§ 200.320) require that contracts be competitively procured, unless such contracts are deemed to be "noncompetitive" procurements. Since this procurement falls within the Small Purchase Procedures (>\$10,000 up to \$250,000), price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity ("County"). In order to satisfy the requirements of both the Policy and 2 CFR§ 200.320, the County issued a written Request for Quotation ("RFQ") which was published on the Westchester County website and also sent to other agencies and community partners. A total of eight (8) responses were received. The responses were ranked and scored on each respondent's ability to meet minimum and preferred qualifications, work experience developing culturally-competent health-related curriculums for this population set, and price. While the selected Consultant did not offer the lowest price, it was not the most expensive price offered and was selected based on having achieved the highest overall score based on the above criteria. In addition, the Consultant is both a Minority and Woman owned business.

Except as otherwise expressly stated herein, all other terms and conditions of the Agreement shall remain the same.

Accordingly, authority is respectfully requested from your Honorable Board to approve the attached resolution.

SA/DC/nn
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”) is authorized to amend an Agreement (the “Agreement”) dated October 21, 2021, with Smith Research and Consulting LLC (“Consultant”), pursuant to which the Consultant agreed to work with the County and community/faith based organization leaders to co-develop a COVID-19 Health Education Curriculum to implement a community health education program designed to reduce COVID-19 disparities and increase patient health literacy in Westchester County, for a term commencing upon execution of the Agreement and continuing through June 30, 2023 in a total amount not-to-exceed \$40,000.00, payable at the hourly rate of \$165, in order to increase the amount not-to-exceed by \$10,000 for a total revised amount not-to-exceed \$50,000; and be it further

RESOLVED, that as otherwise expressly amended herein, all other terms and conditions of the Agreement shall remain the same; 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	\$40,000
First Amendment	\$
Second Amendment	\$
This Amendment	\$ 10,000
TOTAL	\$ 50,000

Agreement # HLT21124347A

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
263	27	W039	4380	G039	\$10,000

Budget Funding Year(s) (must match resolution) 2022-2023 Start Date Upon execution End Date 06/30/2023

Funding Source	Tax Dollars	_____
	State Aid	_____
\$10,000	Federal Aid	Federal Direct – US Dept of Health & Human Services
(must match resolution)	Other	_____