

George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

92758

Date: April 21, 2022

To: Board of Acquisition and Contract

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

Subject: Authority for the County of Westchester to exercise its fifth and final renewal option under an agreement with the Westchester Institute for Human Development for the provision of pediatric medical services to children placed in DSS foster care by amending the Agreement in order to extend the contract term from April 1, 2022 through March 31, 2023 and increase the not-to-exceed amount thereunder by an additional \$315,820 to compensate the agency for services rendered during the renewal term.

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By resolution approved on April 13, 2017 (the "April 13<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Social Services (the "Department"), to enter into an agreement (the "Agreement") with the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD would provide pediatric medical services to children placed in DSS foster care for a term commencing on April 1, 2017 and continuing through March 31, 2018 for an amount not-to-exceed \$283,950, payable monthly in accordance with an approved budget. The April 13<sup>th</sup> Resolution further authorized the County, at its sole option, to renew the Agreement for up to five (5) additional one (1) year terms, payable in accordance with the budgets submitted by WIHD in its proposal. The Agreement was subsequently executed.

By resolution approved on February 22, 2018, your Honorable Board authorized the County to exercise the first of its five (5) one (1) year renewal options under its Agreement with WIHD for the provision of pediatric medical services to children placed in DSS foster care, by extending the contract term from April 1, 2018 through March 31, 2019, for an additional amount not-to-exceed \$289,699, payable monthly in accordance with an approved budget. The First Extension exercising the first option under Agreement was subsequently executed.



By resolution approved on April 4, 2019, your Honorable Board authorized the County to exercise the second of its five (5) one (1) year renewal options under its Agreement with WIHD for the provision of pediatric medical services to children placed in DSS foster care, by extending the contract term from April 1, 2019 through March 31, 2020, for an additional amount not-to-exceed \$295,875, payable monthly in accordance with an approved budget. The Second Extension exercising the second option under Agreement was subsequently executed.

By resolution approved on April 9, 2020, your Honorable Board authorized the County to exercise the third of its five (5) one (1) year renewal options under its Agreement with WIHD for the provision of pediatric medical services to children placed in DSS foster care, by extending the contract term from April 1, 2020 through March 31, 2021, for an additional amount not-to-exceed \$301,879, payable monthly in accordance with an approved budget. The Third Extension exercising the third option under Agreement was subsequently executed.

By resolution approved on August 19, 2021, your Honorable Board authorized the County to exercise the fourth of its five (5) one (1) year renewal options under its Agreement with WIHD for the provision of pediatric medical services to children placed in DSS foster care, by extending the contract term from April 1, 2021 through March 31, 2022, for an additional amount not-to-exceed \$308,180, payable monthly in accordance with an approved budget. The Fourth Extension exercising the fourth option under Agreement was subsequently executed.

The County now seeks to exercise its fifth and final renewal option under the Agreement with WIHD to extend the term thereof for an additional one (1) year period. Accordingly, authority is respectfully requested for the County, acting by and through the Department, to exercise the fifth of its five (5) one (1) year renewal options under its Agreement with WIHD for the provision of pediatric medical services to children placed in DSS foster care and amend the Agreement by extending the contract term from April 1, 2022 through March 31, 2023 and increasing the not to exceed amount thereunder by an additional \$315,820 payable pursuant to an approved budget for the 2022-2023 option period submitted by WIHD in its proposal to compensate WIHD for services rendered during the renewal term.

The Department has complied with the County Procurement Policy. On September 2, 2016, the Department issued a Request for Proposals ("RFP") to solicit qualified agencies to provide pediatric medical services at the Department's pediatric office located at 112 East Post Road in White Plains. The RFP was posted on the County Website. In addition, five (5) agencies providing pediatric medical services were contacted to advise them of the RFP posting. Despite these efforts, only one (1) proposal, submitted by WIHD, was received in response to the RFP. A review team comprised of seven staff members from the Department's Child Welfare unit was assembled to evaluate the proposal based upon specified evaluation criteria set forth in the RFP. After careful consideration and despite being the only proposal submitted, it was determined that it would be in the best interest of the County to award the contract to WIHD because WIHD

has been providing these services to the County since 2011 and the Department has been very satisfied with the services provided. In addition, WIHD provides a Health Home for children in foster care and additional foster care services that contribute to their expertise with this population.

In addition, it should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, performed a cost analysis of the costs for the County's fifth option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is, therefore, economically prudent to exercise the County's fifth option under the Agreement in order to obtain these services for the period from April 1, 2022 through March 31, 2023.

Except as specifically amended hereby, all remaining terms and conditions set forth in the Agreement shall remain in full force and effect.

This contract will serve a public purpose by promoting the safety of children by meeting the medical service needs of children in foster care in the County of Westchester. Furthermore, foster parents have access to a clinic that is specialized and sensitive to the needs of the children in foster care. By having 24 hours / 7 days a week access to the medical providers' caring for the children in foster care, the Department will be able to maintain a comprehensive health history for the children as they enter care, while they are in care, as well as, at the point of discharge. The availability of same day medical services reduces the trauma to children entering foster care and while in foster care. In the absence of this service, many of the children would be required to go to an emergency room.

The goals and objectives of this contract are to provide children currently in foster care with accessible medical services. The Vendor will provide on-call services 24 hours per day, 7 days per week. The vendor will also provide evening pediatric office hours to children in foster care and children on trial discharge from foster care who are attending school.

Services provided to foster care children include, but are not limited to, the following:

- Routine physical exams and immunizations
- Lab testing
- Nutritional assessments and counseling
- Developmental screenings
- Assessments for signs of abuse
- Referral to other physicians as necessary
- Ongoing care for sick children
- Testing at birth as state mandated
- Routine immunizations as required by NY State Law
- Coordination of specialty care appointments needed by children in family foster care
- Preparation of detailed, comprehensive health histories and health care plans for children in family foster care

- Basic assessment of dental care needs and referral to a dental clinic unless the child already has a community dentist
- Pre-screening for hearing problems at placement
- Education, support and guidance for foster parents concerning health or behavioral issues of children in their care
- Data collection and entry into the NYS CONNECTIONS system in compliance with NYS regulations

The goals and objectives are in the best interest of the County in terms of public health because services provided by this contract will help to ensure that each child coming into foster care will have their needs and conditions evaluated and properly treated, if needed. Initial assessment for children coming into foster care is critical in order to quickly identify complicated, serious physical health, mental health, or developmental problems. Furthermore, prevention strategies recommended and implemented by the Pediatrician may help to lessen the ill effects of neglect and abuse.

The goals and objectives are in the best interest of the County in terms of public safety because comprehensive assessments performed by the pediatrician allow for more detail knowledge of the child's physical and mental health, thereby, giving the Department the best recommendations of placements for each child, as well as, recommendations for the best treatment plan for each child, if required.

The goals and objectives are in the best interest of the County in terms of fiscal responsibility because the Department is able to place children at the appropriate level of care as recommended by the pediatrician, as well as, to assist in the development of permanency planning for each child in foster care.

The goals and objectives as stated in the resolution will be tracked and monitored through the application of performance measures as stipulated in the contract developed by the Department. The Department will also review periodic reports submitted by the Vendor and make onsite visits. The program office will be responsible for establishing milestones and tracking the Vendor's achievements.

Accordingly, authority is requested for the County of Westchester to exercise the fifth of its five (5) options to renew the Agreement with WIHD for an additional one (1) year term for the above stated purposes.

An appropriate resolution is herewith attached for your Honorable Board's approval.

LGT/BF/TCL/jpg  
Attachment

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to exercise its fifth and final renewal option under its agreement with the Westchester Institute for Human Development ("WIHD") for the provision of pediatric medical services to children placed in DSS foster care (the "Agreement") by amending the Agreement in order to extend the contract term from April 1, 2022 through March 31, 2023 and increase the not-to-exceed amount thereunder by an additional \$315,820, payable pursuant to an approved budget, to compensate WIHD for services rendered during the renewal term; and be it further

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

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/10/2022 - RAYMOND COUGHLIN, SECRETARY

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2022	101	22	8900	5650		\$236,865
2023	101	22	8900	5650		\$78,955

Budget Funding Year(s): 2022-2023 Start Date: 4/1/2022 End Date: 3/31/2023  
(must match resolution)

Funding Source:

\$ 315,820.00  
(must match resolution)

Tax Dollars: 0%  
State Aid: 50%  
Federal Aid: 50%  
Other: N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/19/2022 - RAYMOND SCIBLY, SECRETARY