

**95631**

**DATE:** August 24, 2022

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

**FROM:** Dr. DaMia Harris-Madden  
Executive Director, Youth Bureau

**SUBJECT:** Request authority for the County of Westchester to amend an agreement with Metis Associates Inc., to conduct a countywide Community Needs Assessment to identify existing resources, assess persistent needs, emerging trends and challenges due to the COVID-19 pandemic, detect gaps in services, and provide results-based recommendations to improve conditions for children, youth, and families in the County, for a term commencing on April 1, 2022 through September 30, 2022, for an amount not to exceed \$55,297, in order to revise the scope of services to include youth focus groups, revise the budget timeline and extend the term through December 31, 2022.

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On April 7, 2022, by Resolution # 92132, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Office of Youth Bureau ("Youth Bureau"), to enter into a consulting agreement ("Agreement") with Metis Associates Inc. ("Metis"), pursuant to which Metis was to conduct a countywide Community Needs Assessment to identify existing resources, assess persistent needs, emerging trends and challenges due to the COVID-19 pandemic, detect gaps in services, and provide results-based recommendations to improve conditions for children, youth and families in the County. The Agreement was for the period from April 1, 2022 through September 30, 2022, for a total contract amount not to exceed \$55,297, payable pursuant to an agreed upon payment schedule. The Agreement was subsequently executed.

The Youth Bureau now desires to include youth focus groups in the countywide Community Needs Assessment and extend the term of the Agreement through December 31, 2022.

Accordingly, authority is hereby requested from your Honorable Board for the County to amend the Agreement to (i) revise the scope of services to add four (4) youth focus groups and eliminate remaining Needs Assessment Advisory Committee (NAAC) meetings; (ii) revise the budget timeline; and (iii) extend the term of the Agreement for a period from October 1, 2022 through December 31, 2022, at no additional charge to the County.

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

An appropriate Resolution is herewith attached for your Honorable Board's consideration.  
DHM/cmc  
Attachment

## RESOLUTION

Upon a communication from the Executive Director of the Youth Bureau, be it hereby

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Youth Bureau, is hereby authorized to amend a consulting agreement (the "Agreement") with Metis Associates Inc. ("Metis"), for a countywide Community Needs Assessment to identify existing resources, assess persistent needs, emerging trends and challenges due to the COVID-19 pandemic, detect gaps in services, and provide results-based recommendations to improve conditions for children, youth, and families in the County, for a term commencing on April 1, 2022 through September 30, 2022, for an amount not to exceed \$55,297.00, in order to (i) revise the scope of services to add four (4) youth focus groups and eliminate remaining Needs Assessment Advisory Committee (NAAC) meetings; (ii) revise the budget timeline; and (iii) extend the term of the Agreement for a period from October 1, 2022 through December 31, 2022, at no additional charge to the County; and be it further

**RESOLVED**, that except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain unchanged and in full force and effect.

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

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Account to be charged/credited:

Fund	Dept.	Major Program, Program & Phase, Or Unit	Object/ Sub- Object	Trust Accou nt	Dollars	Funding Year(s)

### Budget

**Funding Year(s)** 2022  
(must match resolution)

**Start Date:** 4/1/2022

**End Date:** 12/31/2022

### Funding Source:

Tax Levy \_\_\_\_\_

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
(must match resolution)