



**ID# 112443**

DATE: November 14, 2025

TO: The Honorable Board of Acquisition and Contract

FROM: Rocco A. Pozzi  
Commissioner, Department of Probation

Re: Authority to enter into an agreement with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P., pursuant to which Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P. will provide court ordered diagnostic clinical risk assessments in connection with post-dispositional Article 7 PINS and Article 3 Juvenile Delinquency cases, for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not-to-exceed \$322,000.00, payable in accordance with an approved rate schedule.

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Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Probation (the "Department"), to enter into an agreement (the "Agreement") with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P. (the "Consultant"), pursuant to which the Consultant will provide diagnostic clinical risk assessments in connection with post-dispositional Article 7 PINs and Article 3 Juvenile Delinquency cases (the "Services"), for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not-to-exceed \$322,000.00, payable in accordance with an approved rate schedule.

By way of background, upon a finding by a Court of competent jurisdiction that a respondent has engaged in behaviors and/or has committed acts that are deemed to be 'Person In Need of Supervision' or 'Juvenile Delinquent' as defined within Article 7 and Article 3 of the Family Court Act, respectively, a Family Court Judge shall order the Department to perform a diagnostic risk and clinical assessment on such respondent. Submission of the completed assessments are extremely time sensitive and must be provided to the Court as ordered. In addition, it should be noted that Department staff are unable to perform these assessments, as the Family Court Act requires that they be performed by a licensed medical professional.

The goals and objectives of this proposed Agreement are therefore to retain an expert who is qualified to perform diagnostic clinical risk assessments as required pursuant to Article 7 and/or Article 3 of the Family Court Act. The goals and objectives are in the best interests of the County in terms of fiscal responsibility because without the Services provided by the Consultant, the County would be unable to effectively adhere to the legal requirements of the Family Court Act. The performance of this Agreement will be tracked and monitored by the Department.

This proposed Agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to section 3(a)viii thereof, which exempts “contracts for medical or health-related services and contracts with healthcare workers, or agencies engaging healthcare workers, including dentists, home health and personal care aides, occupational speech, and physical therapists, nurses, nurses’ assistants, medical and laboratory technicians, diagnosticians, social works, psychiatric workers and veterinarians.”

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

RAP/DO/sjc

## RESOLUTION

Upon a communication from the Commissioner of Probation, be it hereby

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Probation (the “Department”), is hereby authorized to enter into an agreement (the “Agreement”) with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P. (the “Consultant”), pursuant to which the Consultant shall provide court ordered diagnostic clinical risk assessments in connection with post-dispositional Article 7 PINS and Article 3 Juvenile Delinquency cases, for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed \$322,000.00, payable in accordance with an approved rate schedule; and be it further

**RESOLVED**, that the Agreement is subject to County appropriations; and be it further

**RESOLVED**, that the Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Consultant, then the Consultant shall have the right to terminate the Agreement upon reasonable prior written notice; 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,<br>Program & Phase<br>Or Unit | Object/ Sub-<br>Object | Trust<br>Account | Dollars      |
|------|------|----------------------------------------------|------------------------|------------------|--------------|
| 101  | 39   | 1000                                         | 4380                   |                  | \$322,000.00 |
|      |      |                                              |                        |                  |              |
|      |      |                                              |                        |                  |              |

Budget Funding Year(s) 2026 Start Date: January 1, 2026 End Date December 31, 2026  
(must match resolution)

Funding Source      Tax Dollars \$322,000.00  
                                 State Aid \_\_\_\_\_  
\$322,000.00      Federal Aid \_\_\_\_\_  
(must match resolution)      Other \_\_\_\_\_