



OnBase ID# 111051

DATE: 05/01/2025

TO: The Honorable Board of Acquisition and Contract

FROM: Rocco A. Pozzi
Commissioner, Department of Probation

Re: Authority to enter into a second amendment to an agreement with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P., for the provision of court ordered diagnostic clinical risk assessments in connection with post-dispositional Article 7 PINS and Article 3 Juvenile Delinquency cases, in order to 1) extend the term of the agreement from May 14, 2025 through December 31, 2025; and 2) increase the not-to-exceed amount thereunder from \$95,000.00 to \$285,000.00, payable in accordance with an approved rate schedule.

On or about April 26, 2024, the County of Westchester (the "County"), acting by and through its Department of Probation (the "Department") entered into a "short-form" contract with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P., (the "Consultant") for the provision of diagnostic clinical risk assessments in connection with post-dispositional Article 7 PINS and Article 3 Juvenile Delinquency cases (the "Services" or "Assessments") for a term commencing on May 15, 2024 and continuing through May 14, 2025 in an amount not-to-exceed \$35,000.00, payable in accordance with an approved rate schedule (the "Agreement"). The Agreement was subsequently executed.

Thereafter, by resolution approved on January 16, 2025, your Honorable Board authorized the County to amend the Agreement in order to increase the not-to-exceed amount thereunder by an additional \$60,000.00, from an amount not-to-exceed \$35,000.00 to a new total aggregate not-to-exceed amount of \$95,000.00 (the "First Amendment"). The First Amendment was subsequently executed.

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.

The County, acting by and through its Department of Community Mental Health, entered into an agreement, dated April 15, 2022, with Westchester Jewish Community Services, Inc. ("WJCS"), pursuant to which WJCS agreed to provide the Assessments upon request by the Department. However, the Department has received an unexpected and substantial increase in the amount of Assessments that must be performed and WJCS has been unable to keep up with the increased workload. As a result, the County entered into the Agreement with the Consultant in order to provide the Assessments within the timeframe required by the Family Court Act. The Consultant has successfully performed the Assessments in a timely and efficient manner, and the Department is pleased with this performance.

The Department and the Department of Community Mental Health have met and discussed the handling of the Court Ordered assessments and have decided that, going forward, the Department will be solely responsible for the contracting and provision of Court Ordered assessments. As such, the Department has, and anticipates that it will continue to utilize the Services provided by the Consultant at a significantly more frequent rate than what was originally anticipated. In addition, the Department will continue to need the Consultant to provide the Services through the end of the year.

Accordingly, authority is respectfully requested to further amend the Agreement with the Consultant in order to 1) extend the term thereof from May 14, 2025 through December 31, 2025; and 2) increase the not-to-exceed amount authorized thereunder by an additional \$190,000.00, from an amount not-to-exceed \$95,000.00, to an amount not-to-exceed \$285,000.00.

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

This 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."

The goals and objectives of this Agreement are 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.

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

RAP/SRV/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, is hereby authorized to enter into a second amendment with Alan T. Schramm, Ph.D., B.C.F.E., C.C.H.P. (the "Consultant"), for the provision of 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 May 15, 2024 and continuing through May 14, 2025 in an amount not-to-exceed \$95,000.00 (the "Agreement"), in order to 1) extend the term thereof from May 14, 2025 through December 31, 2025; and 2) increase the not-to-exceed amount authorized thereunder by an additional \$190,000.00, from an amount not-to-exceed \$95,000.00 to an amount not-to-exceed \$285,000.00, payable pursuant to an approved rate schedule; 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	39	1000	4380		190,000.00

Budget Funding Year(s) 2024-2025 Start Date 05/15/2024 End Date 12/31/2025
(must match resolution)

Funding Source Tax Dollars \$190,000.00

State Aid _____

\$190,000.00 Federal Aid _____
(must match resolution)

Other _____