

Westchester County

Kenneth Jenkins
County Executive

Department of Probation

Rocco A. Pozzi
Commissioner

OnBase ID # 110210

DATE: 1/7/2025

TO: The Honorable Board of Acquisition and Contract

FROM: Rocco A. Pozzi
Commissioner, Department of Probation

Re: Authority to amend a “short form” 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, for a term commencing on May 15, 2024 and continuing through May 14, 2025, in order to increase the not-to-exceed amount thereunder from \$35,000.00 to \$95,000.00, 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”) 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.

The Consultant has successfully performed the Services in a timely and efficient manner, and the Department is pleased with this performance. However, the Department has become aware that it has, and will continue to utilize the Services provided by the Consultant at a more frequent rate than was originally anticipated. Therefore, in order to have sufficient funds

available to pay the Consultant for the continued performance of the Services, it will be necessary to amend the Agreement to increase the not-to-exceed cap from \$35,000.00 to \$95,000.00.

As your Honorable Board is aware, amendments to short-form contracts which result in term extensions beyond the one (1) year threshold for short-form contracts and/or increases in the not-to-exceed amount in excess of \$35,000.00, must first be approved by your Honorable Board. Since the not-to-exceed amount of the Agreement will now exceed the \$35,000.00 limit, the authority of your Honorable Board is now required.

Accordingly, authority is respectfully requested to amend the Agreement with the Consultant for the provision of the Services for a term commencing on May 15, 2024 and continuing through May 14, 2025, for an amount not-to-exceed \$35,000.00, payable at approved rates, in order to increase the not-to-exceed amount thereunder by an additional \$60,000.00, from \$35,000.00 to \$95,000.00, in order to have sufficient funds available to compensate the Consultant for continued performance of the Services.

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 amend a “short form” agreement 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 \$35,000.00 (the “Agreement”), by increasing the not-to-exceed amount thereunder by an additional \$60,000.00, from an amount not-to-exceed \$35,000.00 to an amount not-to-exceed \$95,000.00; 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		60,000.00

Budget Funding Year(s) 2024-2025 Start Date 5/15/2024 _____ End Date 5/14/2025 ____
(must match resolution)

Funding Source Tax Dollars : \$60,000.00 _____

State Aid _____

\$60,000 Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/16/2025 RAYMOND SCULLEN, SECRETARY