



Kenneth W. Jenkins
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.
Commissioner

112345

Date: November 3, 2025

To: Honorable Members of the Board of Acquisition and Contract

From: Michael Orth, M.S.W.
Commissioner, Department of Community Mental Health

Re: Authority to exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, a short form agreement with Research Foundation for Mental Hygiene, Inc., for the provision of learning collaborative and training services in connection with certain Opioid funded programs, for a term from January 1, 2026 through December 31, 2026, in an amount not-to-exceed \$22,623.00.

Authority is hereby requested from your Honorable Board to exempt from the procedures of the Westchester County Procurement Policy ("Procurement Policy"), pursuant to Section 3(a) xxi thereof, a "short-form" agreement ("Agreement"), between the County of Westchester ("County"), acting by and through its Department of Community Mental Health ("Department"), and Research Foundation for Mental Hygiene, Inc. ("Research Foundation"), for the provision of learning collaborative program and training services in connection with certain Department's Opioid funded programs, for a term from January 1, 2026 through December 31, 2026, in an amount not-to-exceed \$22,623.00.

Research Foundation is considered a subject matter expert by the New York State's Office for People with Developmental Disabilities and Office of Mental Health in the areas of advancing mental health research and services related to co-occurring disorders, diversity and inclusion in mental health services and supporting the implementation of evidence-based interventions.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit oral or written quotations from no fewer than three persons customarily providing such services, and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, due to the specialized nature of the services to be rendered and the proven subject matter experience of Research Foundation in the field of mental health research and services related to co-occurring disorders, as well as the fact that the County has been very pleased with the services performed by Research and Foundation in the past, compliance with the Procurement Policy is not in the best interest of the County.

Pursuant to Section 3(a) xxi of the Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the

Procurement Policy would not be in the best interests of the County, the requirements of the Procurement Policy may be waived. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this Agreement from the Procurement Policy.

Your Honorable Board's approval of the annexed resolution is respectfully requested.

MO/mkc/mg

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/13/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon communication from the Commissioner of the Department of Community Mental Health, it is hereby:

RESOLVED, that pursuant to Section 3 (a) xxi of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting oral or written price quotations, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester, in connection with the procurement of a “short-form” agreement with Research Foundation for Mental Hygiene, Inc. for the provision of learning collaborative and training services in connection with certain Opioid funded programs, for a term from January 1, 2026 through December 31, 2026, in an amount not-to-exceed \$22,623.00.

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/13/2025 - RAYMOND SCULLY, SECRETARY