



Kenneth W. Jenkins  
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.  
Commissioner

**113340**

DATE: March 27, 2026

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with Coordinated Care Services, Inc., pursuant to which they will provide technical services related to the maintenance of a Performance Measurement Indicators (“PMI”) portal to provide various services related to generating and evaluating performance reports for the County and certain community providers, in order to meet on-going local and state requirements, for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, for an amount not-to-exceed \$41,400.00.

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Authority is respectfully requested for the County of Westchester (the “County”), acting by and through its Department of Community Mental Health (the “Department”), to enter into an agreement with Coordinated Care Services, Inc. (“CCSI”), pursuant to which CCSI will provide various services related to the management of State and Federal aid allocated to the County and community providers, which will assess and assure the quality and appropriate availability of services and assist in planning for future needs of community mental health services, alcohol and substance abuse services, and services for people with developmental disabilities (“Services”), for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, for an amount not-to-exceed \$41,400.00, payable pursuant to an approved budget.

CCSI is the sole source for the provision of hosting and maintaining the PMI portal. CCSI is uniquely qualified to provide these services as CCSI developed and hosts the PMI portal and data hub specifically for the Department and controls user access as well as admin rights to make large-scale enhancements. CCSI possesses significant expertise in managing monitoring and evaluation activities. This all makes CCSI particularly well-qualified to provide the County with the proposed services, and thereby help ensure better management and utilization of available resources, and timely and accurate reports to the State that will help eliminate delays in State funding.

Pursuant to Section 9 of the Westchester County Procurement Policy and procedures, and after reasonable investigation, it has been determined that CCSI is the only practicable source for

the provision of these services. Additionally, CCSI has efficiently provided these services for the County for many years. Therefore, the procurement of service under this contract is not subject to public bidding under applicable case law recognizing that the sole source exception. I hereby recommend to your Honorable Board that this procurement be treated as a sole source.

The Services will include, but are not limited to the following: hosting the Performance Measurement Indicator's ("PMI") portal and data hub, providing maintenance of the PMI portal, modifying existing reports and data field, and providing technical assistance to the Department and service providers in monitoring and evaluating activities that are associated with the program and fiscal management of allocated State and Federal aid.

The proposed agreement will serve a public purpose by assisting the County better manage and evaluate the services provided via State and Federal aid for needed programs and services that benefit the mental health and other needs of Westchester County residents.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of both fiscal responsibility and health and the environment, as improved performance by the County in terms of its management and utilization of State Aid funded services will bolster the Department's qualifications to receive further State Aid for the benefit of all Westchester County residents. Additional and better-managed State Aid funded services will allow the Department to provide County residents with programs that improve their social and emotional well-being.

The goals and objectives of the proposed agreement will be tracked and monitored by the staff of the Department.

Authority to exempt this agreement from the requirements of the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

I recommend your favorable consideration of the annexed proposed Resolution.

MO/aja  
Attachment

**RESOLUTION**

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Community Mental Health (the “Department”), is hereby authorized to enter into an agreement (“Agreement”) with Coordinated Care Services, Inc. (“CCSI”), pursuant to which CCSI will host and maintain the Performance Measurement Indicator’s (“PMI”) portal and data hub and provide various services related to the management of State and Federal aid allocated to the County and community providers, which will assess and assure the quality and appropriate availability of services and assist in planning for future needs of community mental health services, alcohol and substance abuse services, and services for people with developmental disabilities, for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not-to-exceed \$41,400.00, and payable pursuant to an approved budget; and be it further

RESOLVED, that this procurement is deemed to be a sole source procurement; and be it further

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

RESOLVED, that this 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to CCSI, then CCSI shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

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

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ SubObject	Trust Account	Dollars
101	26	2000	4380		\$41,400.00

Budget Funding Year(s) 2026 Start Date 1/1/2026 End Date 12/31/2026  
(must match resolution)

Funding Source \_\_\_\_\_ Tax Dollars \$41,400.00

\$41,400.00  
(must match resolution)

State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/09/2026 - RAYMOND SCULKY, SECRETARY