



Kenneth W. Jenkins
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.
Commissioner

111937

Date: September 24, 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 enter into an agreement with Choice of New Rochelle, Inc. to provide community mental health services, for the period from October 1, 2025 through October 31, 2026, in an amount not to exceed \$20,394.00.

Authority is respectfully requested from your Honorable Board 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 Choice of New Rochelle, Inc. ("Choice of New Rochelle") to provide community mental health services, for the period from October 1, 2025 through October 31, 2026, in an amount not to exceed \$20,394.00, to be paid pursuant to an approved budget and subject to appropriations (the "Agreement"). The fiscal year FY2024 Continuum of Care Planning Grant between HUD and the Department will cover 13 months of Planning activities.

Pursuant to the Agreement, Choice of New Rochelle will provide the Department with candidates to serve as a Lived Experience Board Member for the Westchester County Continuum of Care Partnership to End Homelessness. Choice of New Rochelle reimburses selected candidates for their time via the Department's HUD Planning Grant, provides regular supervision, and monitors schedule(s) to ensure accurate payment and record-keeping for the purpose of HUD documentation (the "Services").

In accordance with Section 5(a) of the County Procurement Policy and Procedures (the "Policy"), the County solicited price quotations for the Services. Despite its best efforts, only two (2) vendors provided price quotes. Choice of New Rochelle provided the lowest bid and was selected to continue to provide the Services. Choice of New Rochelle will further the purposes of the Policy by encouraging the prudent and economical use of County monies in the best interest of County taxpayers and facilitating the acquisition of the Services of maximum quality at the lowest possible cost under the circumstances.

The goals and objectives of the Agreement are to provide the Westchester County Continuum of Care Partnership to End Homelessness with candidates who have lived experience who can provide insight to obstacles to housing within the County.

The goals and objectives of the Agreement are in the best interests of the County because knowing the obstacles to housing in the County from those with lived experience can assist County staff to removing obstacles to housing.

The goals and objectives of the Agreement and the progress of each, will be tracked and monitored by the Department pursuant to performance reports and program records.

Accordingly, I respectfully recommend your Honorable Board's adoption of the attached Resolution.

MO/AA/mcz

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/09/2025 - RAYMOND SCULLY, SECRETARY

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, is hereby authorized to enter into an agreement with Choice of New Rochelle, Inc. ("Choice of New Rochelle") to provide community mental health services, for the period from October 1, 2025 through October 31, 2026, in an amount not to exceed \$20,394.00, to be paid pursuant to an approved budget (the "Agreement"); 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 the 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 adoptions(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 Choice of New Rochelle, then Choice of New Rochelle 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 authorized designee, is hereby authorized to execute any documents and take any actions, reasonably necessary and appropriate, to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Sub-unit Account	Dollars
263	26	A536	4380	T536	\$20,394.00

Budget Funding Year(s)
(must match resolution)

Start Date: 10/01/2025 End Date: 10/31/2026

Funding Source

Tax Dollars _____

State Aid _____

\$20,394.00
(must match resolution)

Federal Aid \$20,394.00

Other _____