



Kenneth W. Jenkins
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.
Commissioner

111612

Date: August 13, 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 1.) retroactively ratify an agreement with Choice of New Rochelle, Inc. to provide community mental health services, for the period from January 1, 2024 through May 31, 2025, in an amount not to exceed \$9,560.00, to be paid pursuant to an approved budget, and 2.) amend the Agreement with Choice of New Rochelle to a.) modify its scope of services to add additional community mental health services, b.) extend the term thereof until September 30, 2025 c.) increase the Agreement's not to exceed amount by \$4,121.00, and d.) modify the Agreement's budget to allocate the additional funds that will be used to pay for the additional services.

On June 3, 2024, the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), obtained short form approval 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 January 1, 2024 through May 31, 2025, in an amount not to exceed \$9,560.00, to be paid pursuant to an approved budget and subject to appropriations (the "Agreement"). The Agreement was subsequently executed.

Pursuant to the Agreement, Choice of New Rochelle provides 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").

The Department recently discovered that due to administrative oversight, the use of short form authorization for the Agreement was improper because the initial Agreement term exceeded one (1) year, which is the maximum allowed duration for short form contract authorization. In order to correct the defective short form authorization, it is now necessary for your Honorable Board to retroactively ratify the Agreement with Choice of New Rochelle.

Accordingly, authority is now requested to retroactively ratify the Agreement with Choice of New Rochelle to provide the Services for the period from January 1, 2024 through May 31, 2025, in an amount not to exceed \$9,560.00, to be paid pursuant to an approved budget and subject to appropriations.

In addition to ratifying the Agreement, the Department now seeks to amend the Agreement to a.) modify its scope of services to add additional community mental health services (the "Additional Services"), b.) extend the term thereof until September 30, 2025, c.) increase the Agreement's not to exceed amount by \$4,121.00, from an amount not to exceed \$9,560.00, to a new total amount not to exceed \$13,681.00, and d.) modify the Agreement's budget to allocate the additional funds that will be used to pay for the Additional Services (the "First Amendment").

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. Although it did not submit the lowest price quote, Choice of New Rochelle was selected to provide the Services and will further the purposes of the Policy by encouraging the prudent and economical use of County monies in the best interest of the taxpayers of Westchester County and facilitating the acquisition of the Services of maximum quality at the lowest possible cost under the circumstances.

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

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

I respectfully recommend the adoption of the attached Resolution.

MO/mlc/mcz

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 retroactively 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 January 1, 2024 through May 31, 2025, in an amount not to exceed \$9,560.00, to be paid pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that the County is hereby further authorized to amend the Agreement with Choice of New Rochelle to a.) modify its scope of services to add additional community mental health services (the "Additional Services"), b.) extend the term thereof until September 30, 2025, c.) increase the Agreement's not to exceed amount by \$4,121.00, from an amount not to exceed \$9,560.00, to a new total amount not to exceed \$13,681.00, and d.) modify the Agreement's budget to allocate the additional funds that will be used to pay for the Additional Services (the "First Amendment"); and be it further

RESOLVED, that except as specifically hereby authorized to be amended, the terms and conditions of the Agreement shall remain in full force and effect; 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.

Agreement \$9,560.00
First Amendment \$4,121.00
TOTAL \$13,681.00

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Sub-unit	Trust Account	Dollars
263	26	536Z	4380		T536	\$4,121.00

Budget Funding Year(s)
(must match resolution)

Start Date: 1/1/24 End Date: 09/30/25

Funding Source

Tax Dollars _____

State Aid \$4,121

\$4,121.00.00

Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/04/2025 - RAYMOND SCULKY, SECRETARY