



George Latimer, County Executive
Leonard G. Townes, Commissioner
Department of Social Services

110061

DATE: November 26, 2024

TO: Honorable Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

Marguerite Beirne
Chief Information Officer, Department of Information Technology

SUBJECT: Authority to enter into an agreement with AssureCare LLC, pursuant to which it will provide the County with use of its software products, as well as documentation, training materials, marketing materials, product support, and enhancements and upgrades related thereto, for the period from January 1, 2025 through December 31, 2025, for an amount not-to-exceed \$60,000.00.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (DSS7000-25) with AssureCare LLC ("AssureCare"), pursuant to which AssureCare will provide the County with use of AssureCare's software products, including the software applications known as the Q Continuum System, as well as documentation, training materials, marketing materials, product support, and enhancements and upgrades related thereto, for the period from January 1, 2025 through December 31, 2025, for an amount not-to-exceed \$60,000.00, payable pursuant to an approved budget (the "Agreement").

The proposed Agreement will serve a public purpose by providing the County with the software and related services it needs in order to comply with applicable guidelines from the New York State Department of Health ("NYSDOH") regarding certain Medicaid payments.

The goal and objective of the proposed Agreement is to provide the County with the software and related services it needs in order to comply with applicable guidelines from NYSDOH regarding certain Medicaid payments.

This Agreement is in the best interest of the County in terms of public health, as it provides the County with the software and related services it needs to ensure that payments are made properly and timely, and thereby contributing to public health.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the Department of Social Services and the Department of Information Technology.

The services to be provided under the proposed Agreement are only available from AssureCare, as the software products and materials are proprietary to AssureCare. Accordingly, I recommend that the procurement of the proposed Agreement be classified as a sole source procurement pursuant to Section 7 (formerly Section 9) of the Westchester County Procurement Policy and Procedures, as recently revised (the "Procurement Policy").

This procurement is federally-funded and it must, therefore, also satisfy terms of the Procurement Policy that are applicable to federally-funded procurements. This procurement complies with Section 13 (formerly Section 11) of the Procurement Policy, which specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. Specifically, this procurement complies with 2 C.F.R. 200.320(c)(2), which allows for non-competitive procurement when "[t]he item is available only from a single source", based upon the sole-source nature of this procurement, as noted above.

I respectfully recommend the adoption of the attached resolution.

LGT

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/03/2024 - RAYMOND S. SKULKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Social Services and the Chief Information Officer, Department of Information Technology, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (DSS7000-25) with AssureCare LLC ("AssureCare") pursuant to which AssureCare will provide the County with use of AssureCare's software products, including the software applications known as the Q Continuum System, as well as documentation, training materials, marketing materials, product support, and enhancements and upgrades related thereto, for the period from January 1, 2025 through December 31, 2025, for an amount not-to-exceed \$60,000.00, payable pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that pursuant to Section 7 (formerly Section 9) of the Westchester County Procurement Policy, the procurement of the Agreement is deemed 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 the Contractor, then the Contractor 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 hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5650		60,000.00

1. Budget Funding Year(s): 2025
 Start Date: 1/1/2025
 (must match resolution)

End Date: 12/31/2025

2. Funding Source:

Federal	50%	CFDA#(s)	93.778		
State	50%	State ID#(s)	N/A		
Operating/Tax Levy	0%				
Capital	N/A				

3. Total NTE: \$60,000.00
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CAPITAL MANAGEMENT - OCT 12/05/2024 - RAYMOND SCULKY, SECRETARY