



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112444

DATE: November 14, 2025

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with the Westchester Institute for Human Development, pursuant to which it will provide comprehensive multidisciplinary assessment services at the Children's Advocacy Center for potential child victims of severe physical abuse, sexual abuse or neglect in a child friendly environment, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$1,027,194.

Authorization is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department") to enter into an agreement (DSS6017-26) with the Westchester Institute for Human Development, ("WIHD"), pursuant to which WIHD will provide comprehensive multidisciplinary assessment services at the Children's Advocacy Center ("CAC") for potential child victims of severe physical abuse, sexual abuse or neglect in a child friendly environment, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$1,027,194, to be paid on a monthly basis pursuant to an approved budget and subject to appropriation (the "Agreement").

The CAC at WIHD is a fully accredited member of the National Children's Alliance ("NCA") which is the accrediting body for all Children's Advocacy Centers. By maintaining accreditation with NCA, WIHD establishes that they have met all 10 standards necessary for accreditation and best practices for CACs.

NCA accreditation is required for Tier 1 status with the New York State Office of Children and Family Services (OCFS). WIHD has the only accredited CAC in Westchester County. Accordingly, it is respectfully submitted that this Honorable Board find that WIHD is the sole source provider of this service.

The CAC at WIHD is able to meet the medical standard for CACs because the provider has on staff, a board-certified child abuse pediatrician, the only one in Westchester County and one of only approximately 200 in the country. The child abuse pediatrician

is also a recognized expert in court testimony and is the only recognized expert in Westchester County and the surrounding region.

Staff from the CAC and our mental health provider are trained in the Child and Family Traumatic Stress Intervention and Trauma Focused Cognitive Behavioral Therapy – the two leading evidence supported interventions for children who have experienced a traumatic event.

The CAC at WIHD has a child friendly environment in which to conduct forensic interviews and medical assessments in accordance with NCA guidelines.

The CAC at WIHD conducts monthly case review meetings in accordance with the standards set forth by the NCA. The aforesaid facts make WIHD a sole source provider in delivering the required services under the proposed Agreement.

The CAC/MDT (Multidisciplinary Team) approach used in the proposed Agreement serves a public purpose by promoting effective, efficient, multidisciplinary assessments of child victims of severe physical abuse and sexual abuse in a manner that reduces trauma and prevents re-victimization of the child and promotes family and public safety by conducting objective, thorough multi-disciplinary assessments of potential abuse in a child-friendly setting.

The goals and objectives of this Agreement are to provide the Department with expert, quality, timely and specialized medical assessments for children, who are alleged to be victims of sexual abuse or serious physical abuse to ensure the health, safety and protection of vulnerable children. The Children's Advocacy Center is designed to provide a child friendly location where children and adolescents who may have experienced abuse can receive all necessary components of a multidisciplinary assessment at one time. The multidisciplinary team includes Child Protection, Law Enforcement, Prosecution, Child Abuse Pediatrics medical providers, Mental Health treatment providers, Victim Advocacy and CAC staff. Forensic interviews, conducted by trained team members, can be observed by other members of the team so that children do not have to recount their experiences multiple times to different people. The program provides services 24/7 to all children referred, ranging from ages 0-18 who are suspected victims of serious child physical abuse or child sexual abuse, sexual assault or neglect. WIHD also provides interpretation of reports for appropriate agencies, such as CPS, Law Enforcement, District Attorney and the County Attorney, when appropriate, via telephone or in-person meetings.

The goals and objectives of this Agreement are in the best interest of the County in terms of public health as they are designed to ensure the safety and physical well-being of the children who are the alleged victims of sexual or physical abuse. Further, the information derived from the assessments of these victims is a key element in the identification and investigation of child abuse cases in Westchester County. The highly specialized WIHD staff respond to queries from local pediatricians and emergency

departments in cases where child abuse is suspected; thus providing their expertise to the community-at-large.

The goals and objectives of this Agreement are in the best interest of the County in terms of public safety as the program is aimed at promoting a safer environment for the children and the public alike by bringing the abusers to justice through court proceedings.

The goals and objectives of this Agreement are in the best interest of the County in terms of fiscal responsibility as research across the country demonstrates that the CAC approach is a cost savings measure when compared with assessments that do not use a multidisciplinary approach.

The goals and objectives will be tracked and monitored using performance measurement indicators developed by the Department. The Program Office will be responsible for setting the milestones and tracking their achievement by reviewing the performance reports submitted by the vendor.

Based on the Performance Measurement Indicators, the Department is able to report that from January 1, 2025 through September 30, 2025, the CAC served 109 children and 104 families. The CAC has exceeded their 80% target reaching 97% of the children that had only one interview, thus preventing any additional trauma to subject the children.

The procurement of this Agreement is classified as a Sole Source procurement pursuant to Section 7 (formerly Section 9) of the Westchester County Procurement Policy and Procedures. It should be noted that this Agreement is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as the federal funding for this program falls under Social Services Block Grant.

Accordingly, the County of Westchester is hereby requesting authority to enter into an Agreement with Westchester Institute for Human Development for the aforesaid purpose.

An appropriate resolution requesting your Honorable Board's approval is attached herewith.

LGT/MBG/tml

Attachment

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement (DSS6017-26) with the Westchester Institute for Human Development, ("WIHD"), pursuant to which WIHD will provide comprehensive multidisciplinary assessment services at the Children's Advocacy Center ("CAC") for potential child victims of severe physical abuse, sexual abuse or neglect in a child friendly environment, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$1,027,194, to be paid on a monthly basis pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that based on the representations of the Commissioner of Social Services, this Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 7 of said Policy as WIHD is the sole provider of this service; and be it further

RESOLVED, that this Agreement is subject to County Appropriation; 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 authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5650		\$1,027,194

2. Budget Funding Year(s): 2026

Start Date: January 1, 2026 End Date: December 31, 2026
(Must match resolution)

3. Funding Source:

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

4. Total NTE: \$1,027,194
(Must match resolution)