



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112821

To: The Honorable Board of Acquisition and Contract

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

Date: January 14, 2026

Re: Authority to enter into an agreement with Dr. Robert D. Holland, pursuant to which Dr. Holland will provide medical consulting services for Medicaid case reviews, for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, in an amount not to exceed \$50,000.00, to be paid pursuant to an approved budget and subject to appropriations.

On November 3, 2025, the County of Westchester (“County”), acting by and through its Department of Social Services (“DSS”), issued a Request for Quotations (“RFQ”), pursuant to 2 C.F.R. Section 200.320(a)(2) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Federal Procurement Standards”), for the purpose of entering into a one (1) year consulting contract (the “Agreement”) with a qualified and experienced consultant to perform independent medical reviews for as many as approximately one hundred fifty (150) complex cases for Medicaid recipients who receive, or are requesting, in-home personal care services. These case reviews are required when a patient is recommended to receive “Continuous Personal Care Services” as defined in the State of New York Codes, Rules, and Regulations (“N.Y.C.R.R.”) Section 505.14; when there is a disagreement between the patient’s physician’s order and the social, nursing, or other assessment; or there is a question about the level and amount of services to be provided. These reviews are also needed when a fair hearing is requested regarding the provision of services.

In response to the RFQ, DSS received one (1) quotation from Dr. Robert D. Holland (“Dr. Holland”). DSS solicited price quotations from additional service providers who customarily provide medical consulting services for Medicaid case reviews, but DSS did not receive any responses. DSS’s Medicaid Personal Care / Adult Protective Services Division reviewed the price quotation from Dr. Holland and evaluated it based on the evaluation criteria specified in the RFQ. Based on DSS’s review of Dr. Holland’s

quote and Dr. Holland's past performance under other contracts with the County, DSS is satisfied that Dr. Holland is a responsible vendor for these medical consulting services.

After posting the RFQ and reviewing Dr. Holland's price quotation, DSS determined that the medical consulting services are exempt from the Federal Procurement Standards pursuant to 2 C.F.R. Section 200.320(c)(4) thereof, which authorizes noncompetitive procurement of services if the County "requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval". On January 9, 2026, DSS obtained written approval from the New York State Department of Health exempting the medical director services from the Federal Procurement Standards.

Additionally, the medical consulting services are also exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(viii) thereof, which exempts from procurement "contracts for medical or health-related services and contracts with healthcare workers". Therefore, pursuant to 2 C.F.R. Section 200.320(c)(4) and Section 3(a)(viii) of the Westchester County Procurement Policy and Procedures, the County can proceed with the proposed Agreement despite only receiving one (1) quotation in response to the RFQ.

Accordingly, authority is respectfully requested for the County, acting by and through DSS, to enter into an agreement with Dr. Holland (DSS7009-26), pursuant to which Dr. Holland will provide medical consulting services for Medicaid case reviews, for a term commencing retroactively on January 1, 2026 through December 31, 2026, in an amount not to exceed \$50,000.00, to be paid pursuant to an approved budget and subject to appropriations.

Medical consulting services for independent Medicaid case reviews are required by 18 N.Y.C.R.R. Section 505.14 Personal Care Services; 18 N.Y.C.R.R. Section 505.28 Consumer Directed Personal Care Services; and 18 N.Y.C.R.R. Section 505.33 Personal Emergency Response Services (PERS).

The public purpose of the proposed Agreement is to provide the mandated medical consulting services to oversee and review Medicaid cases for DSS clients and ensure compliance with 18 N.Y.C.R.R. Section 505.14. The medical consultant will provide case reviews and reports on the most complex personal care services cases, including, but not necessarily limited to, reviews of requests for continuous 24-hour personal care services, personal home care cases that have been denied, discontinued, or reduced, and cases that are reviewed by fair hearing.

The goals and objectives of the proposed Agreement are to continue to provide services that help keep disabled clients in their homes and in the least restrictive environment.

The goals and objectives of this program will be tracked and monitored by the DSS's Office of Temporary Assistance-Medicaid Home Services Division.

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

LGT/LHD/mcz
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/29/2026 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services ("DSS"), is hereby authorized to enter into an agreement (DSS7009-26; the "Agreement") with Dr. Robert D. Holland ("Dr. Holland"), pursuant to which Dr. Holland shall provide medical consulting services for Medicaid case reviews, for a term commencing retroactively on January 1, 2026 and continuing through December 31, 2026, in an amount not to exceed \$50,000.00, to be paid pursuant to an approved budget; and be it further,

RESOLVED, that this Agreement shall be subject to 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 Dr. Holland, then Dr. Holland 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 execute any and all documents and take all actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

APPROVED BOARD OF ACCOUNTING & CONTRACTS RAYMOND SCULLEY, CLERK

1. Account to be Charged/Credited:

| Fund | Dept. | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|------|-------|--|--------------------|---------------|---------|
| 2026 | 101 | 22 | 8900 | 5650 | N/A |

2. Budget Funding Year(s): 2026

Start Date: 01/01/2026 End Date: 12/31/2026
(must match resolution)

3. Funding Source:

| | | | | | |
|--------------------|------|--------------|--------|--|--|
| Federal | 50 % | CFDA#(s) | 93.268 | | |
| State | 50 % | State ID#(s) | | | |
| Operating/Tax Levy | 0 % | | | | |
| Capital | 0 % | | | | |

4. Total NTE: \$50,000

(must match resolution)