



Catherine Borgia  
Chairwoman,  
Westchester County  
Board of Legislators

OnBase ID #92816

DATE: April 21, 2022

TO: The Honorable Board of Acquisition and Contract

FROM: Honorable Catherine Borgia  
Chairwoman, Westchester County Board of Legislators

SUBJECT: Request for authority for the County of Westchester to enter into an agreement with Community Based Services, Inc. to provide in-person and online training to staff members who provide individualized care to people with autism and developmental disabilities in residential and community-based settings for an amount not to exceed \$50,000.00, for the period from January 1, 2022 through December 31, 2022.

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Authority is respectfully requested for the County of Westchester ("County") to enter into an agreement with Community Based Services, Inc. ("CBS") to provide in-person and online training to staff members who provide individualized care to people with autism and developmental disabilities in home-based and community-based settings for an amount not to exceed \$50,000.00, for the period from January 1, 2022 through December 31, 2022, payable half upon contract execution, and half on or about September 1, 2022.

CBS was founded in 1981 and offers both residential and support services for approximately 400 adults with autism and other developmental disabilities. CBS' mission is to provide each individual with the best possible quality of life through residential and community-based opportunities based on the specific interests, abilities, and changing needs of each individual. CBS has approximately 180 new employees who need training to properly care for people with so many different needs. Each of these employees needs approximately 49 hours of training before they can provide these services.

The proposed agreement will serve a public purpose by providing in-person and online training to staff members who provide individualized care to people with autism and developmental disabilities in home-based and community-based settings.

The goals and objectives of the proposed agreement are to provide in-person and online training to staff members who provide individualized care to people with autism and developmental disabilities in home-based and community-based settings.

The goals and objectives of the proposed agreement will be tracked and monitored in different ways for each of the various aspects of the programs and services to be provided.

This procurement is exempt from the requirements of the County Procurement Policy pursuant to Section 3(a)(xvii) thereof.

Accordingly, I most respectfully recommend approval of the attached Resolution.

CB/AR/jrc

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/19/2022 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the Chairwoman of the Westchester County Board of Legislators, it is hereby:

**RESOLVED**, that the County of Westchester ("County") is hereby authorized to enter into an agreement with Community Based Services, Inc. ("CBS") pursuant to which CBS will to provide in-person and online training to staff members who provide individualized care to people with autism and developmental disabilities in residential and community-based settings for an amount not to exceed \$50,000.00, for the period from January 1, 2022 through December 31, 2022, payable half upon contract execution, and half on or about September 1, 2022; 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 Chairwoman of the Westchester County Board of Legislators, or her duly authorized designee, is hereby authorized to execute any documents and take such 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	Sub-unit	Object/ Sub-Object	Dollars
101	52	2508	0010	5100	\$50,000.00

Budget Funding Year(s) \_\_\_\_\_ Start Date 1/1/22 End Date 12/31/22  
(must match resolution)

Funding Source \_\_\_\_\_ Tax Dollars \$50,000.00  
State Aid \_\_\_\_\_  
\$50,000.00 Federal Aid \_\_\_\_\_

(must match resolution)

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/19/2022 - RAYMOND SCULKY, SECRETARY