

2000 - 2001

Office of the Mayor
Rudolph W. Giuliani

Deputy Mayors

ANTHONY CARBONETTI

HEALTH DEPARTMENT OF

0038

Folder

02/06/001

Box



www.alpha-sys.com

Draft/Confidential
Control Activity Decision Matrix
(May 1, 2001)

Triggering Event:	2000 Actions	2001 Proposal	Changes
WNV+ Positive Bird: (With no bird cluster)	Sprayed within approx. 2 mile radius of each WNV+ dead bird found (unless sprayed within previous 7 days)	- Increased larviciding/source reduction - Increased dead bird testing - Increased mosquito trapping - Spray within green areas (e.g. cemeteries, parks, golf courses).	Targeted spraying in green areas.
Isolated Finding of WNV+ Mosquito Pool: (With no bird cluster)	Sprayed within approx. 2 mile radius of each WNV+ mosquito found (unless sprayed within previous 7 days)	- Increased larviciding/source reduction - Increased dead bird testing - Increased mosquito trapping - Spray within adjacent green areas where human biting mosquitoes are found. If infected mosquitoes persist, increase spray zone up to 1 mile.	Targeted spraying in green areas. If infected mosquitoes persist, increase spray zone up to 1 mile.
WNV+ Bird and WNV+ Mosquito Pool (human biting) (Within dead bird cluster)	Sprayed within approx. 2 mile radius of each WNV+ dead bird and mosquito pools (unless sprayed within previous 7 days)	- Increased larviciding/source reduction - Increased dead bird testing - Increased mosquito trapping - Spray up to 1 mile around cluster area and adjacent green areas.	Spray in cluster area and adjacent green areas.

* Additional considerations for spraying decisions include: the time of year, weather conditions, the number and species of the vector populations, efficacy of larval control, and larval habitat reduction efforts.

Note: Finding of a dead bird cluster with no WNV confirmation will launch rapid response team. This will include increased larviciding / larval source reduction, increased dead bird testing and mosquito trapping and testing.

THE CITY OF NEW YORK
DEPARTMENT OF HEALTH
OFFICE OF THE COMMISSIONER



125 WORTH STREET
NEW YORK, NY 10013
NYC.GOV/HEALTH

NEAL L. COHEN, M.D.
COMMISSIONER
TEL (212) 788-5261
FAX (212) 964-0472

MEMORANDUM

TO: Tony Carbonetti
Chief of Staff

FROM: *Neal L. Cohen*
Neal L. Cohen, M.D.
Commissioner, Department of Health

DATE: February 27, 2001

SUBJECT: Fort Greene Health Center
295 Flatbush Ave. Extension

As per your inquiry, please find below a description of the current occupancy and usage of the Health Department's Ft. Greene Health Center, located at 295 Flatbush Avenue in Brooklyn.

<u>Program</u>	<u>Floor</u>	<u>Space Occupied</u>
Vital Records	Sub-basement	2,790 sq. ft.
District Administration	Basement	746 sq. ft.
HIV	Basement	72 sq. ft.
Maternal, Infant and Reproductive Health	Basement	350 sq. ft.
Oral Health	1 st Floor	1,313 sq. ft.
Child Health	1 st Floor	4,539 sq. ft.
School Health/Immunization	2 nd Floor	2,330 sq. ft.
TB clinic*	2 nd Floor	2,330 sq. ft.
Maternal, Infant Care Clinic (MHRA)	3 rd Floor	5,961 sq. ft.
Tuberculosis Chest Clinic	4 th Floor	5,930 sq. ft.
STD/HIV	5 th Floor	4,500 sq. ft.
* currently in renovation		

Please note that as both DOH programs and contracted programs are co-located in the seven-story building, the Department offers multiple services from the Fort Greene site. The health center sees over 7,200 clients per month, making it one of the busiest Health Department clinics in the City. Also, over the past five years the Department has spent an excess of \$9 million in renovations to several of the center's programs. As such, elimination of the center would represent a significant loss of the capital monies spent on renovations and more importantly would severely impact the Department's ability to administer health services for Brooklyn community residents.

CC: Deputy Mayor Joseph J. Lhota

D. C. A.

Fax: 212 669 3069

Sep 1 '00

9:58

P. 02

Telephone (212) 669-2797

Facsimile (212) 669-3069



John Graham
Director,
Office of Contract Administration

THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

ALAN G. HEVESI
COMPTROLLER

September 1, 2000

Claude Millman
Director
Mayor's Office of Contracts
253 Broadway
New York, N.Y. 10007

Re: East Harlem Council for Human
Services, Inc.
Contract No.: 20010004849

Dear Mr. Millman:

On August 24, 2000, the Department of Health (DOH) resubmitted a contract with East Harlem Council for Human Services, Inc. (East Harlem Council) for registration. The original request for registration had been withdrawn by the Mayor's Office on August 23, 2000 in response to unanswered concerns raised by this office. The contract, which is approximately \$ 1 million, is for case management for vendors providing services under the Asthma Critical Event Response System program.

High levels of asthma in East Harlem and other areas of the City is a very serious issue. We have previously communicated our concerns about the delays in implementing contracts essential to the remediation of this problem. In a September 10, 1999 letter to DOH, we wrote regarding its extensive delays in awarding other Asthma Initiative contracts for an RFP that was issued in 1998 (see attached). In spite of our letter and the continued high asthma rates in parts of the City, those contracts were only recently submitted for registration - almost two years after issuance of the RFP.

Upon review, we found that the East Harlem Council contract suffered protracted delays similar to those described above. This contract was let by Negotiated Acquisition, a less competitive method of procurement designed to accelerate the award of the contract due to "time sensitive" circumstances. In spite of the necessity to quickly implement this asthma initiative and the diminished competition, it has been 15 months since the solicitation was announced and 1 year since East Harlem was chosen as the contractor.

DOH made its decision to award the contract to East Harlem Council in August of 1999 - one year ago. As early as September 1999, DOI became aware of a serious integrity issue involving a high ranking official of East Harlem Council. Yet, DOH waited 5 months, until January 18, 2000, to request the City's investigation department (DOI) review the matter and apprise the agency of its findings. On May 12, 2000, DOI advised DOH that "...the City would remain at risk in dealing with an organization whose official has such a bad track record." Three months after the DOI advisory, the contract was submitted to this Office for registration.

As a result of the concerns we raised regarding DOI's findings and its import with respect to this vendor's responsibility, DOI reviewed the matter again and has now reached a different conclusion. In an August 24, 2000 letter to the Comptroller's Special Counsel, DOI First Deputy Commissioner Alain M. Bourgeois advised that DOI was now sufficiently satisfied with the remedial steps taken by DOH to ensure that the official has no direct or indirect role in the administration or performance of this contract. Specifically, DOI concluded that:

- The official's conviction was for a misdemeanor offense unrelated to any city business;
- The vendor has undertaken significant steps to isolate the official, by means of a multi-faceted "firewall," from any involvement in the performance of this contract. The vendor has committed that it will insure that the official has no operational oversight or control over the contract performance; that all reports with respect to all aspects of the contract will be reviewed, approved and signed by the Chair of the Board of Directors, and that the vendor has created a new position of Associate Director/General Counsel to independently review any and all documents regarding the contract, and that the official will have no contact with the city or DOH regarding this matter;
- DOH has limited the term of the contract to one year, committed to the issuance of a new request for proposals for provision of contract services beyond that term, and undertook to engage the services of a financial auditor/monitor to review the vendor's performance.

In addition to the forgoing, we urge DOH to require that the official be prohibited from receiving, reviewing, presenting or in any other manner having access to or taking any action with respect to any and all aspects of this contract.

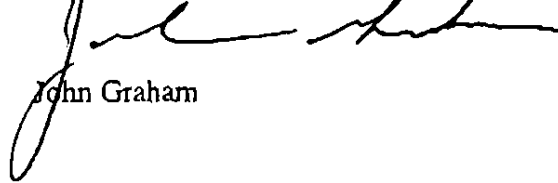
Furthermore, on August 24, 2000, we were contacted by the official's attorney, who advised us that as early as April 18, 2000, the City was provided with information that disclosed mitigating circumstances surrounding what appeared to be an isolated, aberrant act on the part of the employee. Despite our stated concerns about DOI's initial findings, you inexplicably chose to withhold this critical information from the

Comptroller's Office.¹ If it were not for the private attorney's initiative, this information (which has assisted us in placing in proper context the concerns independently raised by DOI and our office about the official's conduct) would never have been provided to us. The Mayor's Office of Contracts' continual refusal to be cooperative, to its own detriment and potentially the health and safety of the children to be served by this contract, is disturbing and disappointing. It is not good governance.

Upon our receipt and review of the DOI analysis and the extenuating circumstances as noted above, the contract was immediately registered.

In the future, I would respectfully suggest that the public interest would be best served if you directed agencies to cooperate with the Comptroller's Office. In addition, City procurement staff and vendors doing business with the City would be served more effectively if you disclosed relevant information instead of clothing your actions in a veil of secrecy.

Sincerely,



John Graham

/attachment

c. Steven Newman
Jack Chartier
Rosaria R. Esperon
Phyllis Taylor
Robert Brackman
Anthony Carbonetti, Mayor's Chief of Staff
Joseph Lhota, Deputy Mayor
Alain Bourgeois, DOI
Neil Cohen, Commissioner, DOH
Larry Wolf, ACCO, DOH

¹ We understand the need to respect the confidentiality of the information. Nevertheless, MOC or DOH could have taken any number of steps that would have allowed them to share with this Office the circumstances that gave rise to the official's conduct, but did not do so.

D. C. A.

Fax: 212 669 3069

Sep 1 '00

10:00

P. 05

Telephone (212) 669-2797
Facsimile (212) 669-3069John Graham
Director,
Office of Contract
AdministrationTHE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341ALAN G. HEVESI
COMPTROLLER

September 10, 1999

Larry Wolf
Acting Agency Chief Contract Officer
Department of Health
City of New York
125 Worth Street, Room 627
New York, NY 10013
By Fax: 788-4764

Re: Asthma Initiative RFP

Dear Mr. Wolf,

On September 15, 1998, DOH issued a Request for Proposals (RFP) for an Asthma Initiative.¹ The solicitation described a rise in asthma rates among children of low-income families in New York City. As a result, DOH stated its intention to award, on or about November 6, 1998, one Asthma Initiative contract for each of the five boroughs. We understand that DOH received proposals only for Manhattan and Brooklyn. A new solicitation for services in the Bronx, Staten Island, and Queens was made in March 1999. On May 17, 1999, DOH Commissioner Neil Cohen stated before a City Council committee that services in at least Manhattan and Brooklyn would begin by July 1, 1999.

We recently wrote to DOH, requesting copies of all proposal evaluations for the Asthma Initiative. In response to our request, we were informed by DOH that no contracts have been awarded, notwithstanding, that it is now nine months after the initial target date. Accordingly, we would appreciate your apprising us of the cause of the delay and the new schedule for awarding the contracts for providing these essential services.

Thank you for your cooperation. Any questions regarding this request can be addressed to me, or to Michael Skrak of my staff at 669-7317.

Sincerely,

A handwritten signature in black ink, appearing to be "Alan G. Hevesi", written over a horizontal line.

¹ The formal title of the RFP is "Request For Proposals for Community Interventions To Control and Improve Management of Childhood Asthma." The RFP is identified as PIN 99IP074.

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John Graham
Director,
Office of Contract Administration

THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

ALAN G. HEVESI
COMPTROLLER

September 1, 2000

Claude Millman
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Mayor's Office of Contracts
253 Broadway
New York, N.Y. 10007

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Contract No.: 20010004849

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High levels of asthma in East Harlem and other areas of the City is a very serious issue. We have previously communicated our concerns about the delays in implementing contracts essential to the remediation of this problem. In a September 10, 1999 letter to DOH, we wrote regarding its extensive delays in awarding other Asthma Initiative contracts for an RFP that was issued in 1998 (see attached). In spite of our letter and the continued high asthma rates in parts of the City, those contracts were only recently submitted for registration - almost two years after issuance of the RFP.

Upon review, we found that the East Harlem Council contract suffered protracted delays similar to those described above. This contract was let by Negotiated Acquisition, a less competitive method of procurement designed to accelerate the award of the contract due to "time sensitive" circumstances. In spite of the necessity to quickly implement this asthma initiative and the diminished competition, it has been 15 months since the solicitation was announced and 1 year since East Harlem was chosen as the contractor.

DOH made its decision to award the contract to East Harlem Council in August of 1999 - one year ago. As early as September 1999, DOH became aware of a serious integrity issue involving a high ranking official of East Harlem Council. Yet, DOH waited 5 months, until January 18, 2000, to request the City's investigation department (DOI) review the matter and apprise the agency of its findings. On May 12, 2000, DOI advised DOH that "...the City would remain at risk in dealing with an organization whose official has such a bad track record." Three months after the DOI advisory, the contract was submitted to this Office for registration.

As a result of the concerns we raised regarding DOI's findings and its import with respect to this vendor's responsibility, DOI reviewed the matter again and has now reached a different conclusion. In an August 24, 2000 letter to the Comptroller's Special Counsel, DOI First Deputy Commissioner Alain M. Bourgeois advised that DOI was now sufficiently satisfied with the remedial steps taken by DOH to ensure that the official has no direct or indirect role in the administration or performance of this contract. Specifically, DOI concluded that:

- The official's conviction was for a misdemeanor offense unrelated to any city business;
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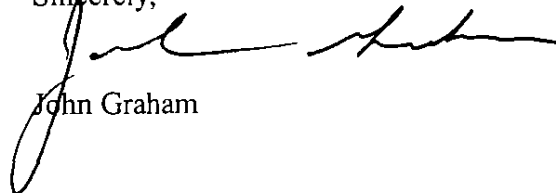
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Upon our receipt and review of the DOI analysis and the extenuating circumstances as noted above, the contract was immediately registered.

In the future, I would respectfully suggest that the public interest would be best served if you directed agencies to cooperate with the Comptroller's Office. In addition, City procurement staff and vendors doing business with the City would be served more effectively if you disclosed relevant information instead of clothing your actions in a veil of secrecy.

Sincerely,



John Graham

/attachment

- c. Steven Newman
- Jack Chartier
- Rosaria R. Esperon
- Phyllis Taylor
- Robert Brackman
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- Joseph Lhota, Deputy Mayor
- Alain Bourgeois, DOI
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Administration

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ALAN G. HEVESI
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September 10, 1999

Larry Wolf
Acting Agency Chief Contract Officer
Department of Health
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125 Worth Street, Room 627
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We recently wrote to DOH, requesting copies of all proposal evaluations for the Asthma Initiative. In response to our request, we were informed by DOH that no contracts have been awarded, notwithstanding, that it is now nine months after the initial target date. Accordingly, we would appreciate your apprising us of the cause of the delay and the new schedule for awarding the contracts for providing these essential services.

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Sincerely,

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John Graham
Director,
Office of Contract Administration

THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

ALAN G. HEVESI
COMPTROLLER

August 31, 2000

Claude Millman
Director
Mayor's Office of Contracts
253 Broadway
New York, N.Y. 10007

Dear Mr. Millman:

I am writing in response to your August 25, 2000 letter to Comptroller Hevesi.

First, however, let me address the divisive and inaccurate comments set forth in your letter of August 25th. In an effort to shift any responsibility from your own office, you endeavor to suggest that human service contracting delays are caused by everyone and everything else in the City but the Mayor's Office of Contracts (MOC). Additionally, in the face of overwhelming information that your conclusions with respect to the two contracts discussed below were wrong, you have resorted to insulting dedicated City employees whose sole interests is to ensure the integrity of City contracts and prompt payment to its vendors. Your name calling that my staff or anyone else at the Comptroller's Office are "low level bureaucrats" with a "slavish adoration of red tape" is false and abusive. Your tone and comments are an embarrassment to the Mayor and his administration.

Since the start of Comptroller Hevesi's administration, we have attempted to work with the Giuliani team in a cooperative effort to ensure the efficiency and responsibility of the City's multi-billion dollar contracting business. Good contracts, contractors and efficient contracting processes are in the City's best interest. Hundreds of times in the past, we have quietly informed mayoral staff of problems, many serious, with a contract transaction we had reviewed. Our efforts, and those of the responsible City contracting staff with whom we worked, quickly and efficiently resolved the problem without fanfare or publicity. That is good governance.

To the detriment of the City and its vendors, MOC has purposely brought that cooperation to an end. Instead, MOC has elevated a rigid, inaccurate and misguided belief that

its interpretation of various court cases, rules and statutes should replace good governance. That position is unfortunate, because the real issue is not what can or cannot be legally reviewed by this Office in the context of registration, it is about what's right for the people to whom we have sworn to serve. MOC's position serves no one but itself.

To set the record straight about the two contracts cited in your August 25th letter: it was explained to you previously that United Interfaith Action Council of Brooklyn, Inc.'s (United) renewal contract was reluctantly rejected due to an incomplete Advice of Award and a missing VENDEX filing. Only 2 of the 6 pages of the Advice of Award were provided to this Office by the Administration for Children's Services (ACS). The missing pages contained not only commodity information, but also financial and accounting information in addition to the signature and certification required by sound internal control processes and the Procurement Policy Board Rules. ACS was well aware of the full scope of the missing documentation, and I'm sure they communicated that information to you.

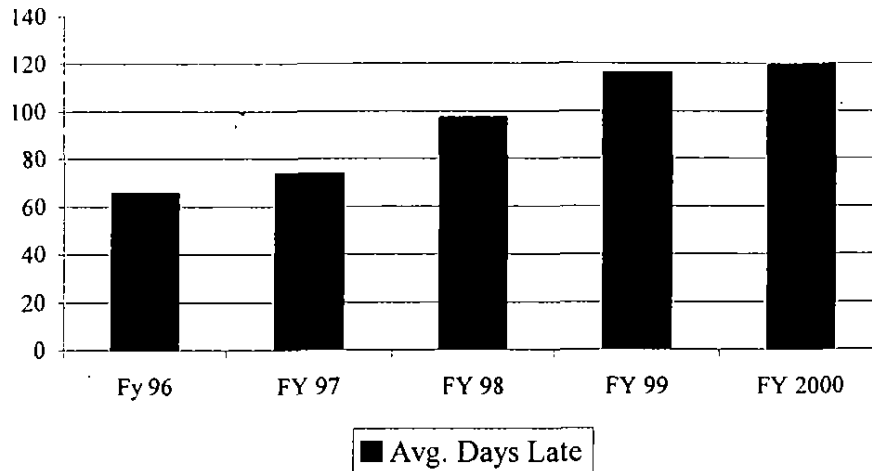
As far as the missing VENDEX disclosure form is concerned, United, not the Comptroller's Office, identified Mr. Eversley, Sr. as an individual who they considered to be a principal, owner or officer of the firm. The VENDEX instructions state that "All individuals listed [by the Vendor] . . . must complete individual questionnaires." We would not presume to question every vendor to determine if they were correct; they, not us, are in the best position to make that judgement call. We also would not accept a representation made solely by an individual that its firm was incorrect in requiring them to complete a VENDEX form, and doubt you would if you were not desperately attempting to extricate yourself from an indefensible position. Such representations could often be self serving. In addition, simply because an individual holds a title that is not specifically required to provide VENDEX information, such as a Board Member, does not mean that they are exempt from the requirement. One's title is irrelevant, it is the function they perform that is important. Lastly, if the VENDEX database, which is maintained by MOC, had accurate data for Mr. Eversley, this might not have been an issue. However, since the database was not kept up to date by MOC, we had no choice but to request the missing paperwork in order to review Mr. Eversley's responses to the questionnaire.

You are also mistaken in your belief that this Office attempted to shift the blame for the delay experienced by United onto the Administration. Rather, our comments regarding contracts that are not submitted for registration until after they have begun, often many months after, was addressed to all human service contracts, not just United. We were amazed, however, by your unsuccessful attempt to transfer any and all responsibility for contract delays to the dedicated procurement staff of the City agencies.

As the chart below illustrates, delayed contract submissions are an extensive problem that has progressively deteriorated, especially over the last 3 years.¹

¹ We have limited the analysis to the major human service contract agencies. They are: Administration for Children's Services, Department of Social Services/HRA, Mayor's Office, Department of Mental Health, Department of Homeless Services, Department of Youth and Community Development, Department of Employment, Department for the Aging and the Department of Health.

Late Human Service Contracts



As the graph illustrates, the average number of days that human service contracts are submitted to this Office for registration after the contract work has begun has almost doubled since 1996.

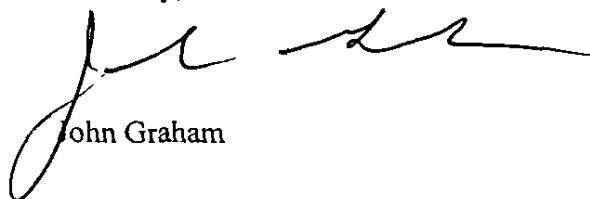
You also complain about our valid rejection of the Prince Hall Service Fund's improper contract extension. The original contract was awarded through an RFP process in 1996 with a July 1, 1996 through June 30, 1997 term. The contract's 2 - one year renewal terms were, thereafter, exhausted. Last year, ACS submitted a one year time and money amendment, which is the maximum extension that can be accomplished under the relevant Procurement Policy Board Rule. In the documents submitted to this Office last year, ACS stated that a new RFP process was to be undertaken and new contracts would be in place by July 1, 2000. Nevertheless, ACS recently submitted for registration an additional 6 month extension. When we requested an explanation from ACS as to why the agency thought that an extension was allowable, it belatedly indicated that it was under the impression that it can continue extending contracts under the PPB transition rule. That is incorrect. ACS, however, could have extended the contract via a Negotiated Acquisition if there was a compelling need and only for the minimum time necessary. ACS did not do so.

Notwithstanding ACS' error, we have registered this extension and others. It would be unfair to penalize the contractor for MOC's failure to properly advise agencies of the appropriate use of the transition rule. Indeed, we see that MOC itself signed off on the inappropriate extension in its Independence Day weekend haste to clear up its backlog of day care contracts.

Also, while you represented that MOC processed the Day Care contracts quickly, no

doubt due to the spotlight that the Comptroller's letter to vendors shone on the problem, you have not been able to make that representation for other contracts MOC reviews. It is unfortunate, however, that your staff had to work over the July 4th holiday weekend to process the day care contracts. It is indicative of a larger management problem. If you would like help resolving that problem, call me.

Sincerely,



John Graham

- c. Alan G. Hevesi, Comptroller
- Robert Brackman
- Jack Chartier
- Rosaria R. Esperon
- Steven Newman
- Phyllis Taylor
- Rudolph W. Giuliani, Mayor
- Anthony Carbonetti, Mayor's Chief of Staff✓
- Joseph Lhota, Deputy Mayor
- Nicholas Scoppetta, Commissioner ACS
- Barbara Whitehall, ACCO, ACS
- Michael Stoller, Exec. Dir., PPB
- Members of the Procurement Policy Board
- Andrea Anthony, Day Care Council of New York City
- Welburn Gaither, Prince Hall Service Fund, Inc.
- William Smartt, United Interfaith Action Council of Brooklyn, Inc.

AUG-23-2000 17:55

MAYOR'S OFF. OF CONTRACTS

1 212 788 0049 P.02/20

**OFFICE OF THE MAYOR
OFFICE OF CONTRACTS**253 Broadway, 9th Floor
New York, New York 10007
(212) 788-0010**CLAUDE M. MILLMAN**
Director

*In addition,
Alan Bourgeois
Spoke to Brackman
as well. J*

August 22, 2000

Mr. John Graham, Director
Office of Contract Administration
Office of the Comptroller
1 Centre Street
New York, N.Y. 10007

**Re: Contract Between the Department of Health
and the East Harlem Council for Human Services, Inc.
for Case Management Regarding the Childhood Asthma
Critical Event Response System in East Harlem
Contract # 20010004849**

Dear Mr. Graham:

I am responding to your letter to Larry Wolf, the Agency Chief Contracting Officer of the Department of Health, dated August 22, 2000. Your letter demands "all documents relating to the arrest and conviction of Elizabeth Sanchez, the current chief executive director of East Harlem Council [for Human Services, Inc.]" to which you claim entitlement under the "Procurement Policy [sic] rules."

The Recommendation for Award and supporting documentation submitted to your office on July 24, 2000, disclosed that Ms. Sanchez was convicted of a federal misdemeanor on October 8, 1998 for theft/embezzlement of government funds. Notwithstanding the fact that this conviction did not arise out of Ms. Sanchez's work with the East Harlem Council for Human Services, Inc., or on any government contract, the Department of Health considered the matter a serious integrity issue. After concluding that refusing to contract with the vendor would adversely affect the children of East Harlem and jeopardize its efforts to protect the children of New York City from asthma, the Department of Health agreed to do so on the condition that Ms. Sanchez be separated from the Department's work through a "firewall," which is described in detail in the submissions already filed with your office. The Department of Health also minimized the City's risk of dealing with Ms. Sanchez by limiting the contract term to the time necessary to effectuate its asthma initiative. The Department of Investigation has reviewed this

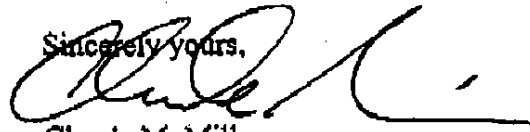
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matter and concluded that, although Ms. Sanchez unquestionably engaged in corrupt activity, the Department of Health's decision to contract with the vendor under these circumstances is sound.

The Department of Health is not required to maintain the records that you have requested, and you are not entitled to obtain them from the Department of Health under the Procurement Policy Board Rules. In addition, if construed broadly, your request may cover documents that would be confidential in nature. Finally, as indicated in the submissions already filed with your office, Ms. Sanchez was convicted in the Southern District of New York. I am confident that you will be able to find the documents that you seek at the federal courthouse in that district.

The Office of the Comptroller is required to register or object to the registration of the contract on August 23, 2000. I look forward to the prompt registration of this contract.

Sincerely yours,



Claude M. Millman

Cc: Larry Wolf

AUG-23-2000 17:55

MAYOR'S OFF. OF CONTRACTS

1 212 788 0049 P.04/20

TO: Claude Millman
City Chief Contracting Officer

FROM: Larry Wolf
Agency Chief Contracting Officer
New York City Department of Health

DATE: June 15, 2000

SUBJECT: Narrative for Recommendation for Award
Re: Case Management Vendor for
Asthma Critical Event Response System
Recommended Provider: East Harlem Council for Human Services, Inc.
PIN# IP05302R0X00

A. SOLICITATION

On April 23, 1999, the Department of Health released applications for Negotiated Acquisition of case management services for the Asthma Critical Event Response System under PIN# IP053. This procurement was conducted pursuant to section 3-04K of the PPB Rules. As a result of this solicitation, a recommendation was made to award the contract to the East Harlem Council for Human Services, Inc.

The Request for Expressions of Interest invited proposals to provide asthma case management services for children with poorly controlled asthma who reside in East Harlem. The case management services would interface with an information management and sharing system being developed at the same time.

A Negotiating Committee oversaw all phases of solicitation and source selection. This Committee included the Associate Commissioner for Community HealthWorks, the Director of the New York City Childhood Asthma Initiative and the Director of the Hunts Point Childhood Health Promotion Initiative.

On April 23, 1999, the Request for Expressions of Interest, including application, was

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mailed to six vendors recommended by the Negotiating Committee. In addition to this mailing, an advertisement was placed in the City Record and ran from 4/23/99 - 4/30/99. Vendors responding to this advertisement were instructed to obtain the application and Request for Expressions of Interest from the ACCO's office at DOH. Six(6) vendors picked up applications directly from the ACCO.'s office. A total of seven vendors received applications through a mailing.

B. SELECTION

1. Review of Initial Applications

The Department of Health received five applications by the due date of May 21, 1999 at 5:00 p.m. Upon review by the ACCO. Unit Director and the Negotiating Committee, four of the five applications were determined to be responsive. A fifth, Autonetrix Systems, Inc. was not an application to provide case management services rather their application was for a technology application for which the Department was also seeking to obtain via another separate negotiated acquisition solicitation. The four applications deemed responsive include: 1) Little Sisters of the Assumption: Family Health Services, Inc., 2) Metropolitan Hospital Center, Health and Hospitals Corporation, 3) Union Settlement Association, and 4) East Harlem Council for Human Services, Inc.

2. Negotiations

The Negotiating Committee met with all four responsive organizations. Five days before each meeting, a set of further questions were faxed to each organization for a further written response and oral presentation.

1. East Harlem Council for Human Services, Inc. (EHCSH): July 15, 1999. This vendor provided a comprehensive and responsive written and oral response to the application. The vendor has worked in East Harlem for more than three decades, providing both medical and social services to more than 5,000 families per year. Services include the Boriken Neighborhood Health Center, a School Health Program, a WIC program, a Head Start and Family Day Care Program, services for seniors and Home Health Care. This vendor has a history of developing successful health outreach programs utilizing community health workers for outreach and home visiting programs. This vendor demonstrated a thorough understanding of asthma, East Harlem, and the proposed program. This vendor has the capacity, through existing networks, to staff up quickly, and to provide the necessary administrative oversight of a \$1 million, 12 month program. Relevant program experiences include a two year immunization and lead poisoning outreach program funded through New York State Department of Health, a one year United Hospital Fund asthma grant, and participation in a study of environmental health with Mt. Sinai Medical Center. Because this vendor runs a health center, day care, and a school health program (all three programs will participate in the technology component of

the program whether or not they receive this contract), among other programs, they appear particularly well suited to manage a large program which seeks to link these type of services together. EHCHS has the administrative infrastructure in place to process personnel quickly as well as to provide the fiscal oversight necessary for this program.

2. Little Sisters of the Assumption, Family Health Services, Inc. (LSA): June 17, 1999. This vendor provided a comprehensive response to the application and oral presentation. LSA is a relatively small organization (fewer than 50 employees) which provides social services to the East Harlem community, including home health services and preventive services for families and children, serving 2,800 families per year. This vendor has provided asthma case management services in a very intensive project to a small number of families through a grant co-sponsored by Mt. Sinai Community Medicine. This vendor, while providing excellent services to the community, appears to have lesser capacity to staff up quickly, and to provide linkages between systems in which they do not participate (such as school health, child care, health services).
3. Metropolitan Hospital Center (MHC): July 16, 1999. This vendor is a municipal hospital located in East Harlem which is a part of the Health and Hospitals Corporation, serving over 16,000 families per year. MHC provides excellent clinical services with regard to pediatric asthma, and have committed themselves to working with the Critical Event Project from their clinical standpoint. However, MCH has less expertise in community based projects and housing issues than other applicants.
4. Union Settlement Association (USA): June 18, 1999. USA is a large social service organization located in East Harlem, serving 1,400 families per year, primarily child care, mental health services, adult education, job training, and home care services. Union Settlement has 800 employees, one of the largest employers in East Harlem. This organization clearly has the administrative capacity to staff up quickly and to provide administrative oversight to this program. However, USA has little relevant asthma, medical case management, and community health worker experience.

Committee Discussion and Contract Award Recommendation.

On August 2, the Negotiating Committee recommended to award the contract to the East Harlem Council for Human Services on the basis that this organization would best fulfill the key requirements of this program. In spite of their relatively small higher price over other proposers (7% over the lowest proposer), this vendor has clearly demonstrated their ability to conduct this project. They demonstrated a significant resource network in place for children with strong referral relationships, a history of providing medical and social service case management, the ability to successfully manage a contract of this magnitude, knowledge of the East Harlem community, knowledge in the issues of childhood asthma, capacity to move the project quickly, and knowledge of the school system and school issues in East Harlem. They are clearly the most qualified of all proposers for this project.

C. CONTRACT AWARD

The Department has determined from the information presently available that the vendor is responsible and eligible for contract award. This information is as follows:

- A VENDEX Caution Check done on 4/6/00 found:
 - No advices of caution.
 - All VENDEX performance evaluation information for other City contracts showed a satisfactory or higher rating.
 - No warrant or tax lien information available.
- A Department of Investigation (DOI) vendor name check memorandum, dated 3/22/00, revealed no closing memoranda. However, upon further investigation, (see attached memoranda from Gerard Hocy, Inspector General, dated March 17, 2000, and from Kyle Sturkin, Inspector General, dated May 12, 2000), the DOI advised that the vendor's Executive Director failed to reveal a federal conviction on her Principal Vendex Questionnaires to two other city agencies within the past two years. Specifically, the Executive Director failed to disclose accurate answers to Question No. 7 of the Vendex Questionnaire and that she had a federal conviction arising out of her impersonation of an Internal Revenue Service agent and theft of government funds. While the Executive Director's Vendex submission to the Department of Health was complete (i.e., she did accurately answer Question No. 7 of the Vendex Questionnaire), the Department considered the federal conviction, the underlying facts of the federal conviction, and the prior Vendex omissions to be a very serious integrity matter indicative of the lack of credibility of the Executive Director. Notwithstanding the integrity issues, the Evaluation Committee found that the Executive Director does have the requisite skills to supervise the administration of this contract and the program, and that the vendor can fully perform this contract. However, the Department is concerned about the integrity issues of the vendor's Executive Director, which may compromise the vendor's representation to the Department of the activities and performance of this vendor.

As stated elsewhere in this RFA, the Department's asthma initiative is critical and the services to be provided under the subject contract support that critical initiative. Therefore, to address the integrity issue, the Department inserted language in the contract that creates a "firewall" to keep the Executive Director from having any role or contact with the Department's contract. Moreover, due to the critical nature of this initiative, the Department consulted with the DOI and sought their assistance in ensuring that the City is protected, while at the same

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time delivering this important service. It is our opinion that the "firewall" affords the Department and the City the necessary protections.

In addition, the vendor initiated a number of remedial measures to satisfy the Department's contractual requirements and in furtherance of their affirmative obligations to prove to the Department that it is a responsible vendor. Attached to this RFA are copies of a May 12, 2000 letter from Zayas & Oquendo, P.C., and June 21, 2000 letter from Rita Prats.

The following conditions have been inserted into the contract between the Department and the vendor to memorialize the "firewall": the vendor is governed by a board of directors, which is responsible for the conduct and affairs of the vendor; the Executive Director's role is to manage the day-to-day affairs of the vendor; each of the vendor's contracts has a program director who is directly responsible for the implementation of the contract both programmatically and fiscally; the vendor has a chief financial officer who is separately responsible for reviewing and monitoring each of the vendor's contracts fiscally by working with each contract program director; the Executive Director has never been directly involved in the preparation of any fiscal or programmatic reports in connection with any of the vendor's contracts; all fiscal or programmatic reports have been and will be prepared by the program director and the vendor's chief financial officer; for the Department's contract, all reports - fiscal and programmatic - will be reviewed, approved and signed by Rita Prats, the vendor's Board's Chairperson; the vendor's Executive Director will not review, approve or sign any reports - fiscal or programmatic - created by the vendor under this contract; the vendor created a new position of Associate Director/General Counsel who is now responsible for reviewing all contracts and legal documents, including Vendex Questionnaires prior to signature by the Executive Director or the Board of Directors; the General Counsel will also submit monthly reports directly to the Board of Directors on all legal matters, including contracts that have been signed or are pending signature; the Executive Director will have no contact with the City or the Department on this contract, and the Board of Director's Chairperson will represent the vendor on all issues to the Department.

This contractor has received 34 contracts from various city agencies since 1990, for Head Start, Day Care, Elderly, HIV and other services, and all Performance evaluations on the City's Vendex System are positive, ranging from Satisfactory to Excellent. Therefore, in light of the Council's 35 years of experience providing services in the East Harlem community, satisfactory ratings on prior city contracts, and the remedial measures taken by the Council in response to the recent actions of the CEO, the vendor has demonstrated its responsibility to manage this contract.

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- In a memo, dated 1/18/00, the Dept. of Business Services certified compliance with DLS requirements.

The Department, therefore, finds the vendor responsible and eligible for contract award.

D. CONTRACT AMOUNT/COST ANALYSIS

During the negotiation discussions, the Department informed each of the four applicants that the anticipated funding available for the project was estimated to be \$2 million for 21 months. Therefore, each applicant was requested to provide a detailed budget of staff and OTPS needs in this range. The submissions were as follows:

1). Little Sisters of the Assumption; Family Health Services, Inc.	\$2,000,000
2). Metropolitan Hospital Center, Health and Hospitals Corp.	\$1,999,927
3). Union Settlement Association	\$1,893,907
4). East Harlem Council for Human Services, Inc.	\$2,025,388

The costs listed above were originally intended for a 21 month project; the contract term however has been reduced to 12 months; hence the reduction in the project cost..

Contract Payment Structure

The contract resulting from this award shall be structured to provide deliverable-based payments. Payments shall be based upon successful completion of a schedule of deliverables.

There will be no advances. The vendor has not done performed any work under this contract and has received no payments.

Price

The Committee evaluated the submitted budgets and determined that all the budgets were fair and reasonable in light of the specific approaches proposed. This determination was made by considering the array of staff and levels of qualifications proposed, as compared to similar projects funded by the agency. Salaries for proposed lines were consistent with current levels of other contracts and DOH staff salaries.

Therefore, given this analysis, the Department has determined that the price for this project proposed by the recommended vendor is fair and reasonable.

Budget Code: 8039
Object Code: 600
Reporting Category: 346B09

Funding Source	CFY 2001	Aggregate Total
City	\$631,040	\$631,040
State	\$354,960	\$354,960
Total	\$986,000	\$986,000

Aggregate Total: \$986,000
Funding Source: City Tax Levy:64%
State Funds:36%

E. PUBLIC HEARING

Date of notice in City Record: 11/24/99

Date Hearing was Held: 12/2/99

Number of Persons who Testified: 0

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MAYOR'S OFF. OF CONTRACTS

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ZAYAS & OQUENDO

2000

**ZAYAS & OQUENDO P.C.
ATTORNEYS****315 East Kingsbridge Road
Bronx, New York 10438****Telephone (718) 220-5700
Facsimile (718) 220-8898**

May 12, 2000

**By Facsimile and
Regular Mail****Mr. Larry Wolf
Agency Chief Contracting Officer
The City of New York
Department of Health
125 Worth Street
New York, New York 10013****Re: East Harlem Council for Human Services, Inc.
Proposed Asthma Smart Contract with
The New York City Department of Health****Dear Mr. Wolf:**

I am Counsel to East Harlem Council for Human Services, Inc. (the "Council"). The Council has requested and has authorized me, as their attorney, to respond to your letter of April 27, 2000. I am aware that several letters concerning this matter have already been prepared and submitted to the New York City Department of Health ("DOH") either addressed to you, Wilfredo Lopez, DOH's General Counsel or to Commissioner Neal Cohen.

I am not writing to add anything further to the facts of this matter. I write to specifically respond, on behalf of the Council, to your request in your April 27th letter to let you know what additional action, if any, the Council intends to take in response to DOH's stated concerns about the integrity of the Council and its officers, and why the Council should continue to be considered a responsible contractor.

First, however, I would like to describe to you how the Council operates from an organizational point of view.

The Council is a multi-service nonprofit organization governed by a board of directors, which both from a legal (i.e. contract) and regulatory position is ultimately responsible for the conduct and affairs of the Council. Ms. Sanchez, who is the Chief Executive Officer of the Council, reports directly to the Board and is responsible for the overall management of the day-to-day affairs of the Council. As you know, the Council receives funding through a number of federal, state and city

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ZAYAS & OQUENDO

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Mr. Larry Wolf
May 12, 2000
Page Two

Contracts. Each of the Council's contracts has a program director who is directly responsible for the implementation of the contract programmatic and fiscally. In addition, the Council has a Chief Financial Officer who is separately responsible for reviewing and monitoring each of the Council's contracts fiscally, working with each contract program director. Thus, the premise in your April 27th letter, that because Ms. Sanchez continues to occupy a key management role in the Council she will presumably have certain programmatic and administrative authority over the implementation of the city's asthma program is simply not accurate. Attached is an organizational flow-chart which identifies the above described relationships.

Thus, as a practical matter, Ms. Sanchez has never been involved directly in the preparation of any fiscal or programmatic reports prepared in connection with any of the Council's contracts. These reports have always been and will continue to be prepared by the program director and the Council's CFO, and once completed are submitted to Ms. Sanchez who presents them to the Board for approval before submission to the contracting agency. Once approved by the Board, these reports are then signed by Ms. Sanchez in a pro-forma manner, as the Chief Executive Officer.

REMEDIAL MEASURES

As you know, as a direct response to DOH's stated concerns about the credibility of the fiscal and program reports required to be submitted in connection with the asthma contract, as an immediate remedial measure, the Council has agreed that all such reports will be reviewed, approved and signed by Ms. Rita Prata, the Board's Chairperson. It is also important to point out that this policy applies not only to the proposed DOH asthma contract but to all of the Council's contracts with New York City governmental agencies.

Further, as an additional remedial action intended to govern the Council's contract administration policy and protocols, the Council has created the position of Associate Director/General Counsel. The General Counsel, who assumed the position as of March 20, 2000, reviews all contracts and other legal documents (including VENDEX Questionnaires) prior to signature by the Chief Executive Officer or Board of Directors. The General Counsel submits monthly reports directly to the Board of Directors on all legal matters, including contracts which have been signed or are pending signature.

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MAYOR'S OFF. OF CONTRACTS

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ZAYAS & OQUENDO

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Mr. Larry Wolf
May 12, 2000
Page Three

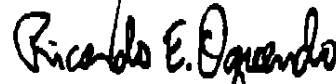
**THE COUNCIL SHOULD CONTINUE TO BE VIEWED AS
A RESPONSIBLE CONTRACTOR BY DOH.**

Your April 27th letter acknowledged that your review of the Council's evaluations on contracts with other city agencies revealed very good ratings. The Council has for the past 35 years been, and remains today, one of East Harlem's well established and highly regarded health and human service organizations. Recently, the Council has entered into a comprehensive alliance agreement with Mt. Sinai Hospital further enhancing its capacity to continue to provide the highest quality health care services in the East Harlem community. Until the present concerns stemming from the VENDEX inquiries, the Council has never had any problems related to any of its governmental contracts. Thus, I respectfully argue that both with respect to the Council as well as to Ms. Sanchez personally, the concerns flowing from the VENDEX inquiries constitute unfortunate aberrations in the history of the organization and in the personal life of Ms. Sanchez.

In sum, given the extraordinary and admittedly unfortunate circumstances surrounding DOH's present concerns and taking into consideration the remedial measures which the Council has adopted in response to this matter, I respectfully request, on behalf of the Council, that DOH continue to consider the Council a responsible contractor and move to award the pending asthma contract as expeditiously as possible.

Should you have any questions, need any further information or clarifications, or wish to discuss this matter further with me, I am available at your earliest convenience.

Very truly yours,


Ricardo E. Oquendo

REO:nc

Enclosures

c. R. Prata, Chairperson
Wilfredo Lopez, Esq.

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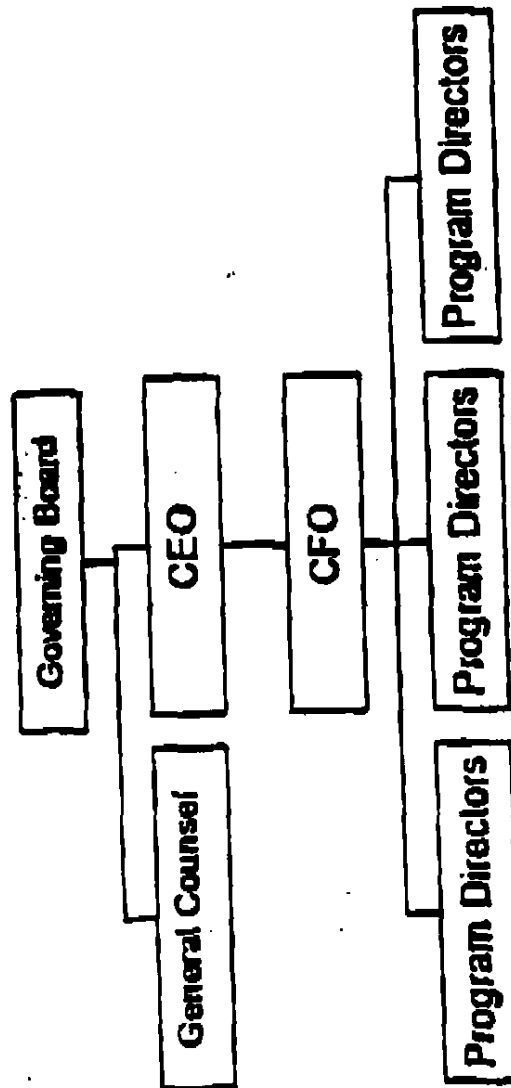
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ZAYAS & OQUENDO

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**EAST HARLEM COUNCIL FOR HUMAN SERVICES, INC.
ORGANIZATIONAL FLOW-CHART**



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MAYOR'S OFF. OF CONTRACTS

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BORIKEN HEALTH CENTER

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THE CITY OF NEW YORK DEPARTMENT OF HEALTH

Rudolph W. Giuliani
Mayor

Neal L. Cohen, M.D.
Commissioner

April 27, 2000

Rita Prats, Chair
East Harlem Council for Human Services, Inc.
2253 Third Avenue, 3rd Floor
New York, New York 10035

Dear Ms. Prats:

This letter is in reference to the Department of Health's proposed contract with East Harlem Council for Human Services. As we have discussed, we are eager to resolve any outstanding issues that may affect the start up of this very important asthma program.

As you may already know, Ms. Elizabeth Sanchez, Chief Executive Officer of East Harlem Council for Human Services, Inc., was investigated by the United States Attorney's Office for the Southern District of New York. As a result of this investigation, Ms. Sanchez was charged in January 1998 with impersonating a federal agent. In October 1998, Ms. Sanchez pled guilty to theft of government funds.

During the time these charges were pending, Ms. Sanchez failed to disclose this information on the City's Vendor Information Exchange System ("VENDEX") Questionnaire filed with various City agencies. When Ms. Sanchez appeared before the New York City Department of Investigation on March 15, 2000 to discuss the VENDEX omissions, she explained that she signed the VENDEX Questionnaires without examining the responses.

The Department is now attempting to make a determination as to your organization's responsibility, which includes an assessment of the integrity of the organization and its officers. Although the evaluations that the Department has reviewed for East Harlem Council on other city contracts reveal very good ratings, the Department cannot overlook Ms. Sanchez's actions.

As we had previously discussed, and as you confirmed in your April 6, 2000 letter to me, you will serve as signatory for all fiscal and programmatic reports prepared and submitted in relation to

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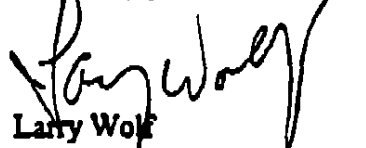
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BORIKEN HEALTH CENTER

212 352 5149 P.05

the Department's asthma contract. However, Ms. Sanchez continues to occupy a key management role in your organization and presumably will have certain programmatic and administrative authority over the implementation of the city's asthma program. Therefore, please respond in writing within ten days to let me know what additional action, if any, your organization intends to take as a result of this information, whether your organization should be found responsible and, if so, why?

Very truly yours,



Larry Wolf
Agency Chief Contracting Officer

c: Gerard Hoesy, Inspector
Department of Investigations
John Benanti, Agency Chief Contracting Officer
Administration for Children's Services
Richard Bonamarte, Agency Chief Contracting Officer
Human Resources Administration
Camille Ranieri, Agency Chief Contracting Officer
Department of the Aging
Pat Thomas, Agency Chief Contracting Officer
Department of Youth and Community Development
Mali Trilla, Co-Chair
East Harlem Community Health Committee, Inc.
Ray Cornhill, Co-Chair
East Harlem Community Health Committee, Inc.

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The City of New York
Department of Investigation

EDWARD J. KURIANSKY
COMMISSIONER

COPY

GERARD F. HOEY
INSPECTOR GENERAL

100 WATER STREET, 2ND FL.
NEW YORK, NEW YORK 10038
(212) 331-3030

MEMORANDUM

TO: DISTRIBUTION

FROM: GERARD F. HOEY, INSPECTOR GENERAL

DATE: MARCH 17, 2000

SUBJECT: ELIZABETH SANCHEZ

Gerard F. Hoey

This office recently completed a VENDEX review involving Elizabeth Sanchez, the Chief Executive Officer of the East Harlem Council For Human Services ("EHCHS"). The review disclosed that Ms. Sanchez falsified a series of VENDEX Individual Questionnaires that were submitted to several City agencies by failing to report her January 27, 1998 felony arrest for Impersonating an Internal Revenue Officer and her subsequent October 8, 1998 Federal misdemeanor conviction for Theft/Embezzlement of Government Funds.

During her appearance before the Department of Investigation on March 15, 2000, Ms. Sanchez was shown copies of the VENDEX Individual Questionnaires that she had submitted to three City agencies in connection with contracts previously awarded to EHCHS: the Administration For Children's Services ("ACS"), both its Head Start and Day Care Program; the Department For The Aging ("DFTA"); and the Human Resources Administration ("HRA"). Ms. Sanchez fully cooperated and agreed to answer questions relative to her VENDEX responses.

A review of the VENDEX documents submitted to both the ACS/Head Start Program and the ACS/Day Care Program, which were dated June 11, 1998, and September 9, 1998, respectively, revealed that Ms. Sanchez failed to disclose accurate answers to Question Number 7. According to the VENDEX Questionnaire, Question Number 7 asks whether there are any charges pending, felony or misdemeanor, currently pending; or if in the past five years, whether the individual completing the questions was the subject of a criminal investigation. Ms. Sanchez reported negative responses to all these questions. If the two ACS documents had been completed accurately, on the dates indicated, Ms. Sanchez should have disclosed that she was the subject of a pending felony charge in the United States Federal District Court for the Southern District of New York.

HUMAN RESOURCES ADMINISTRATION-DEPARTMENT FOR THE AGING-DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT-DEPARTMENT
OF CULTURAL AFFAIRS-DEPARTMENT OF EMPLOYMENT-DEPARTMENT OF MEDICAL HEALTH, MENTAL RETARDATION AND ALCOHOLISM
SERVICES-DEPARTMENT OF HOMELESS SERVICES-ADMINISTRATION FOR CHILDREN'S SERVICES

Page 2

A review of the VENDEX Questionnaire submitted to DFTA and dated April 14, 1999, disclosed that it was an Affidavit of No Change. On this affidavit, Ms. Sanchez only needed to attest to the fact that "since the most recently submitted Questionnaire, noted above [July 11, 1997], nothing has occurred which changed in any way, any response to that Questionnaire." Since the document submitted to DFTA was dated April 14, 1999, Ms. Sanchez should have disclosed the matter of her October 8, 1998 Federal misdemeanor conviction by completing a full questionnaire in lieu of an affidavit of no change.

A review of the VENDEX Questionnaire submitted to HRA and dated June 10, 1999, disclosed that Ms. Sanchez also indicated a negative response to Question Number 7.

This office notified the Office of the New York County District Attorney concerning the matter of Ms. Sanchez' alleged falsification of the VENDEX Questionnaires; however, the District Attorney decided against prosecution.

In view of the foregoing, this office is referring the above information for whatever action you deem appropriate.

cc: Claude Millman, Director, Mayor's Office of Contracts
John Benanti, ACCO, Administration For Children's Services
Camille Ranieri, ACCO, Department For The Aging
Larry Wolf, ACCO, Department of Health ✓
Pat Thomas, ACCO, Department of Youth and Community Development
Richard M. Bonamarte, ACCO, Human Resources Administration

AUG-23-2000 17:59
AUG-23-2000 07:00

MAYOR'S OFF. OF CONTRACTS

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The City of New York
Department of Investigation

EDWARD J. KURIANSKY
COMMISSIONER

80 MAIDEN LANE
NEW YORK, NY 10038
212-625-5900

May 12, 2000

Larry Wolf
Agency Chief Contracting Officer
125 Worth St. - Room 627
New York, NY 10013

Dear Mr. Wolf:

This letter is written to set forth the views of the Department of Investigation (DOI) with respect to the issue of whether, with Elizabeth Sanchez serving as Executive Director, East Harlem Council for Human Services (EHCHS) can be considered a responsible bidder for a contract with the Department of Health (DOH). Because Ms. Sanchez has a federal conviction arising out of her impersonation of an Internal Revenue Service agent and theft of government funds, and because she failed to reveal that conviction on VENDEX submissions, it is clear she lacks the business integrity to participate in City contracts.

As I understand it, rather than remove Ms. Sanchez from the its management to cure this problem, EHCHS proposes that Ms. Sanchez be isolated from any participation in the DOH contract while continuing to function as the entity's Executive Director in all other matters. As expressed in the meeting at City Hall on May 10, 2000, it is DOI's belief that, aside from the difficulty of ensuring that such a commitment is observed, the City would remain at risk in dealing with an organization whose Executive Director has such a bad track record. No mere restriction on a single contract can ensure that problems elsewhere within the organization will neither undermine EHCHS's ability to perform nor cause embarrassment to DOH and the City. Accordingly, DOI is of the view that your department should give the matter careful consideration before assuming the risks of going forward on the basis suggested by EHCHS.

825-2141
Please feel free to contact me at (212) 525-3471 if you have any questions on this matter.

Sincerely,

Kyle Murchen
Inspector General

cc: David Varoli

AUG-23-2000 18:00

MAYOR'S OFF. OF CONTRACTS
EXHIBIT 1

1 212 788 0049 P.20/20
New York, N.Y. 10035
(212) 239-6650

EAST HARLEM COUNCIL FOR HUMAN SERVICES, INC.
CONCILIO DEL BARRIO PARA SERVICIOS HUMANOS, INC.

Executive Committee

Rita Prats - Chairperson
Elizabeth Sanchez - Chief Executive Officer
Ray Butler - Chief Financial Officer

June 21, 2000

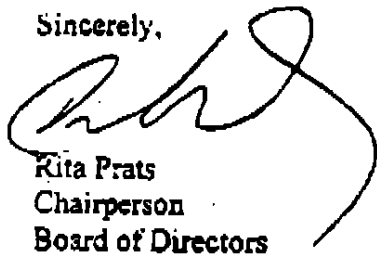
Larry Wolf
Agency Chief Contracting Officer
New York City Department of Health
125 Worth Street
New York, New York 10013

Dear Mr. Wolf:

Please be assured that I will serve as signatory for all fiscal and programmatic reports prepared and submitted in relation to the New York City Department of health funded Asthma Smart Program.

Please contact me if you have any additional questions.

Sincerely,


Rita Prats
Chairperson
Board of Directors

cc: Board of Directors
Elizabeth Sanchez, CEO
Ray Butler, Deputy Director/CFO
Erika Estades, Associate Director/General Counsel



TOTAL P.20

TOTAL P.20