

Robert P. Astorino
County Executive

Department of Social Services

Kevin P. Mahon
Commissioner

11220

Date: May 3, 2010

To: Board of Acquisition and Contract

From: Kevin P. Mahon
Commissioner
Dept of Social Services

Marguerite Beirne
Chief Information Officer
Dept of Information Technology

Re: Authority for the County of Westchester to amend a grant agreement with the US Department of Housing and Urban Development ("HUD") in the amount of \$345,652 to maintain a Homeless Management Information System ("HMIS") for the Supportive Housing Program and an agreement with Data Systems International, Inc. in the amount of \$190,152 for the provision of software services for the period from August 1, 2009 through July 31, 2010 by extending the end date of each agreement for an additional six months ending on January 31, 2011, at no additional cost.

The County of Westchester entered into a grant agreement with the United States Department of Housing and Urban Development ("HUD") and received a grant to maintain a Homeless Management Information System ("HMIS") for the Department of Social Services' (the "Department") Supportive Housing Program in the amount of \$345,652 ("Grant Agreement") of which the Department of Information Technology ("IT") received \$155,500 in grant funds to maintain the HMIS system and entered into an agreement with Data Systems International, Inc. for the provision of software services in the amount of \$190,152 ("Agreement") for the term August 1, 2009 through July 31, 2010. The agreements were subsequently executed.

Authority is currently being requested to amend the Grant Agreement with US Department of Housing and Urban Development ("HUD") and the Agreement for software services with Data Systems International, Inc, by extending the end date of both agreements for an additional six months to end on January 31, 2011 at no additional cost. The contract funds have not been fully expended, therefore authority is requested for Data Systems International, Inc to continue to provide services for the period August 1, 2010 through January 31, 2011, thereby extending the term of the agreement to a revised term beginning August 1, 2009 and ending on January 31, 2011.

The **public purpose** of this agreement is to better track and monitor the placement and status of homeless clients in order to better serve the public.

The **goals and objectives** of the agreement with Data Systems International Inc. are the following:

- 1) to provide the most effective and efficient services to homeless clients in the County of Westchester
- 2) to assist vendors providing homeless services in tracking the activities and progress of clients in their respective programs
- 3) to meet the HUD mandate to have a Homeless Management Information System

The **goals and objectives are in the County's best interest in terms of fiscal responsibility** as these services are provided to the homeless population in the County using the grant received from HUD. There is no cost to the County as funding for this program is through a grant from HUD. Further, the program is in the **best interest of the County in terms of contractual accountability** as the activities and progress of the clients receiving services are tracked and monitored.

Technical oversight of the system and its vendors will be furnished through the Department of Information Technology and programmatic assistance, as well as liaison services and intervention with the various vendors in Westchester, will be provided by the DSS. Regular meetings and calls are part of the oversight, as are periodic checks of the system and its output. In addition, a required annual progress report ("APR") will be provided to HUD.

The Department is pleased to report that the software service provided by Data Systems International Inc. has been satisfactory under the previous agreements and therefore the Department would like to extend the term of the agreement for an additional six months allowing them to continue providing the services pursuant to this agreement. There is no cost to the County as funding for this program is through a grant from HUD.

The negative consequence for not approving this agreement is that the County will be out of compliance with HUD's requirement that all recipients of funds must establish a Homeless Management Information System ("HMIS") in accordance with HUD guidelines and regulations.

Except as specifically amended hereby, all other terms and conditions of the Agreements shall remain in full force and effect.

Approval of the attached resolution by your Honorable Board is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-20-2010 - JOMARY VIEIRA, 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 is hereby authorized to amend a grant agreement with the US Department of Housing and Urban Development (“HUD”) in the amount of \$345,652 to maintain a Homeless Management Information System (“HMIS”) for the Supportive Housing Program and an agreement with Data Systems International, Inc. in the amount of \$190,152 for the provision of software services for the period August 1, 2009 through July 31, 2010 (the Agreements’), by extending the end date of each agreement for an additional six months ending on January 31, 2011, and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreements shall remain in full force and effect; and

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	\$ N/A

Budget Funding Year(s) _____
Date 01/31/11
 (must match resolution)

Start Date: N/A End

Funding Source

Tax Dollars: N/A

State Aid N/A

\$ N/A
 (must match resolution)

Federal Aid: N/A

Other _____N/A_____