

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

25913

Date: March 28, 2012

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Re: Authorizing the County of Westchester to amend an agreement with Program Design and Development, LLC in the amount of \$42,000 to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2012 Continuum of Care for the Homeless grant for the term January 1, 2012 through December 31, 2012 by modifying the scope of services to include the preparation of up to two additional grant applications and by increasing the not to exceed amount by \$12,000 from an amount not-to-exceed \$42,000 to a new amount not to exceed \$54,000

Through Resolution approved on February 16, 2012, your Honorable Board authorized the County of Westchester (the "County"), by and through its Department of Social Services, to enter into an agreement with Program Design and Development, LLC (PD&D) in the amount of \$42,000 to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2012 Continuum of Care for the Homeless grant for the term January 1, 2012 through December 31, 2012. The agreement was subsequently executed.

Authority is now requested to amend the aforesaid agreement with Program Design and Development, LLC by modifying the scope of services to include the preparation of up to two additional grant applications and by increasing the not to exceed amount by \$12,000 from an amount not-to-exceed \$42,000 to a new amount not to exceed \$54,000 to cover the cost associated with additional services to be provided under the modified scope of services.

Under the modified scope of services, PD&D will prepare and assist in planning up to two grant applications or similar projects. The additional services to be provided will include coordinating necessary planning with local service providers and/or participating jurisdictions, researching need data, collecting documents, preparing application materials, arranging appropriate application review and signatures, duplicating, assembling and mailing the application.

The **public purpose** of this agreement is to assure that the County continues to provide needed homeless housing and related services in order to better serve the public.

The **goal and objective** of the agreement with Program Design and Development, LLC is to provide consulting services to assist the County in obtaining a HUD grant which will benefit the homeless in Westchester County.

The **goal and objective will be tracked and monitored** by the program office using the performance measurement indicators developed by the Department and approved by the County Budget Office as well as through contact with the vendor regarding issues that may arise.

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

Accordingly, the County of Westchester, acting by and through its Department of Social Services, is requesting authority to amend the agreement with Program Design and Development, LLC for the reasons stated above.

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

APPROVED BOARD OF ACQUISITIONS CONTRACT - 04/26/2012 JIMMY VIERA SECRETARY

R E S O L U T I O N

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

RESOLVED, the County of Westchester is hereby authorized to amend an agreement with Program Design and Development, LLC to prepare the County's fiscal year 2012 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant in the amount of \$42,000 for the term January 1, 2012 through December 31, 2012 by modifying the scope of services to include the preparation of up to two additional grant applications and by increasing the not to exceed amount by \$12,000 from an amount not-to-exceed \$42,000 to a new amount not to exceed \$54,000 to cover the cost associated with the additional services to be provided under the modified scope of services; and be it further

RESOLVED, that this Contract 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 execute all instruments and take all actions necessary to implement this Resolution.

Original Contract Amount: \$42,000
This Amendment: \$12,000
 Total: \$54,000

Account to be
 Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	22	8900	5850	-----	\$6,000
2012	101	22	8900	5860	-----	\$6,000

Budget Funding Year(s): 2012
 (must match resolution)

Start Date: N/A

End Date: N/A

Funding Source	Tax Dollars:	<u>5850</u>	<u>5860</u>
	State Aid:		71%
	Federal Aid:	100%	29%
\$12,000 (must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/26/2012 - JOMARY VIEIRA, SECRETARY