

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

31942

DATE: January 25, 2013

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner, Department of Social Services

John B. McCaffrey
Chief Information Officer, Department of Information Technology

SUBJECT: Authority to amend an agreement with ClientTrack, Inc., pursuant to which ClientTrack, Inc. was to maintain the County's Homeless Management Information System for a term commencing February 1, 2012 and continuing through January 31, 2013 for an amount not-to-exceed \$118,000.00, in order to, 1) extend the term thereof by 6 months, and 2) increase the not-to-exceed amount authorized thereunder by \$39,000.00

By resolution approved on November 11, 2012, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with ClientTrack, Inc. ("ClientTrack"), pursuant to which ClientTrack was to maintain the County's Homeless Management Information System ("HMIS"), for a term commencing February 1, 2012 and continuing through January 31, 2013, for an amount not-to-exceed \$118,000.00, to be paid pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

The United States Department of Housing and Urban Development ("HUD") recently notified the County that it had approved the County's request for a 6-month extension of the grant that has funded the Agreement, among other things. Accordingly, the County now respectfully requests authority from your Honorable Board to amend the Agreement in order to, 1) extend the term thereof by 6 months, from February 1, 2012 through January 31, 2013 to February 1, 2012 through July 31, 2013, and 2) increase the amount not-to-exceed authorized thereunder by \$39,000, from an amount not-to-exceed \$118,000 to an amount not-to-exceed \$157,000, in order to pay for the services to be provided during the extended term.

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

The proposed amendment will serve a public purpose by providing, for an additional 6 months, the services necessary to better track and monitor the placement and status of the homeless clients of the Department of Social Services and thereby better serve them, in compliance with HUD requirements.

The goals and objectives of the proposed amendment are to provide the County, for an additional 6 months, with the services necessary to most effectively and efficiently provide services to homeless clients of the Department of Social Services; assist the County's vendors providing homeless services in tracking activities and progress of clients in their respective programs, and meet the HUD mandate to have an HMIS.

The goals and objectives of the proposed amendment are in the best interests of the County in terms of fiscal responsibility, as the County will receive necessary and required services, for an additional 6 months, while paying for them with Federal funds that have been provided by HUD for that purpose. The goals and objectives of the proposed agreement are also in the best interests of the County in terms of health, as the services to be provided for this additional period will assist the Department of Social Services and its vendors in providing homeless clients with services necessary to ensure their welfare.

The goals and objectives of the proposed amendment will be tracked and monitored by the staff of the Department of Social Services and the staff of the Department of Information Technology.

This procurement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xi) thereof, which exempts "any procurement made pursuant to procurement procedures provided for under any other federal or state law applicable to such procurement."

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services and the Chief Information Officer of the Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend an agreement with ClientTrack, Inc. ("ClientTrack"), pursuant to which ClientTrack was to maintain the County's Homeless Management Information System ("HMIS"), for a term commencing February 1, 2012 and continuing through January 31, 2013, for an amount not-to-exceed \$118,000.00, to be paid pursuant to an approved budget (the "Agreement"), in order to, 1) extend the term thereof by 6 months, from February 1, 2012 through January 31, 2013 to February 1, 2012 through July 31, 2013, and 2) increase the amount not-to-exceed authorized thereunder by \$39,000.00, from an amount not-to-exceed \$118,000 to an amount not-to-exceed \$157,000.00, in order to pay for the services to be provided during the extended term; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Original Contract Amount: \$118,000
This Amendment: \$39,000
 Total \$157,000

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	688M	4380	T688	\$39,000

Budget Funding Year(s): 2012 (Grant Year) Start Date: N/A End Date: 07/31/13
 (must match resolution)

Funding Source Tax Dollars: _____
 State Aid: _____
\$39,000. Federal Aid: 100%
 (must match resolution) Other: _____