



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

32343

DATE: February 27, 2013

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with ImageWork USA, LLC, pursuant to which it will develop, operate, manage, and coordinate a database for data concerning the homeless, for an amount not-to-exceed \$140,702.00 for the period March 1, 2013 through February 28, 2014

Authority is requested for the County of Westchester (the "County") to enter into an agreement with ImageWork USA, LLC ("ImageWork"), pursuant to which ImageWork will develop, operate, manage, and coordinate a database that will serve as the central data repository and integration tool for existing data and databases concerning the homeless, as well as future data concerning the homeless, in order to provide data-based analysis of trends, identification of gaps in services, and identification of mobility patterns among homeless people, with the goal of providing the County with a better understanding of the homeless population in the County, for an amount not-to-exceed \$140,702.00 pursuant to an approved budget, for the period March 1, 2013 through February 28, 2014.

It should be noted that the grant from the United States Department of Housing and Urban Development that will fund the proposed agreement expires on July 31, 2013. The County has applied for another grant for a term commencing on August 1, 2013 and continuing through July 31, 2014, so as to ensure continued Federal funding for the work to be performed under the proposed agreement. However, continued funding is not assured. Accordingly, the proposed agreement will include a provision noting that the County's obligations under the agreement are subject to the receipt of Federal funds, and that no liability shall be incurred by the County beyond the Federal monies that are made available to the County for the agreement.

On November 21, 2012, the County, acting by and through its Department of Social Services (the "Department"), issued a Request for Proposals ("RFP"), which solicited proposals

from vendors to provide the aforementioned services.

In response to the RFP, the Department received four (4) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that ImageWork's proposal received the highest score and was, accordingly, ranked first. The Department subsequently entered into negotiations with ImageWork and agreed upon a proposed cost that was lower than that which ImageWork originally proposed in its proposal. The Department is satisfied that this cost is reasonable. Based its review of ImageWork's proposal, the County is also satisfied that ImageWork is a responsible vendor for these services.

The proposed agreement will serve a public purpose by providing the County with a database that is intended to give the County a better understanding of the homeless population in the County.

The goal and objective of the proposed agreement is to provide the County with the services necessary for the development, operation, management, and coordination of a database that is intended to give the County a better understanding of the homeless population in the County.

The goal and objective of the proposed agreement is in the best interests of the County in terms of both safety and security and health, as the County having a better understanding of the homeless population in the County will help the County identify, among other things, gaps in services that the homeless population in the County need in order to ensure that they are safe and healthy.

The goals and objectives of the proposed agreement will be tracked and monitored by the staff of the Department.

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nn

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with ImageWork USA, LLC ("ImageWork"), pursuant to which ImageWork will develop, operate, manage, and coordinate a database that will serve as the central data repository and integration tool for existing data and databases concerning the homeless, as well as future data concerning the homeless, in order to provide data-based analysis of trends, identification of gaps in services, and identification of mobility patterns among homeless people, with the goal of providing the County with a better understanding of the homeless population in the County, for an amount not to exceed \$140,702.00 pursuant to an approved budget, for the period March 1, 2013 through February 28, 2014 (the "Agreement"); and be it further

RESOLVED, that the Agreement shall include a provision noting that the County's obligations under the Agreement are subject to the receipt of federal funds, and that no liability shall be incurred by the County beyond the federal monies that are made available to the County for the Agreement; 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 County Executive or his duly authorized designee is hereby authorized to execute any documents and take any 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	Object/ Sub-Object	Trust Account	Dollars
263	22	688M	4380	T688	\$58,626
263	22	688N	4380	T688	\$82,076

Budget Funding Year(s): 2012-13(Grant year) Start Date: 03/01/13 End Date: 02/28/14
(must match resolution)

Funding Source
\$140,702.00
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid: 100%
Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/21/2013 - JOMAR VERA SECRETARY