

Robert P. Astorino
County Executive

Department of Social Services
Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

36004

Date: September 10, 2013

To: Board of Acquisition and Contract

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

Re: Authority for the County of Westchester to amend an Agreement with Program Design and Development, LLC to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2013 Continuum of Care for the Homeless grant for the term January 1, 2013 through December 31, 2013 by increasing the not to exceed amount by \$6,000 from a total not to exceed amount of \$42,000 to a new total not to exceed amount of \$48,000 payable according to the rates on Schedule "A-1" attached hereto and subject to appropriations.

On or about February 12, 2013, Westchester County, through its Department of Social Services, entered into an Agreement with Program Design and Development, LLC for professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2013 Continuum of Care for the Homeless grant for the term January 1, 2013 through December 31, 2013 for an amount not to exceed \$42,000.

Attached for your approval is a resolution which, if approved, would authorize the County of Westchester to amend the Agreement with Program Design and Development, LLC by increasing the not to exceed amount by \$6,000 from a total not to exceed amount of \$42,000 to a new total not to exceed amount of \$48,000 payable according to the rates on Schedule "A-1" attached hereto, and subject to appropriations. Additional funding of \$6,000 is necessary to provide for other CoC-related services. They include preparing grant applications and arranging for training needed to improve CoC operations.

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 the provision of consulting services to assist the County in obtaining a HUD grant which will benefit the homeless in Westchester County.

The Consultant's performance will be tracked and monitored by the Department of Social Services' Housing Office.

In the 1st quarter of 2013, the vendor prepared materials for and attended three (3) Department of Social Services Continuum of Care meetings (vendor is required to attend ten (10) meetings during the contract term). The vendor also conducted one (1) monitoring site visit to a Continuum of Care provider agency (vendor is required to conduct five (5) monitoring site visits during the contract term). The vendor is on target to meet its performance goals.

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

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/24/2013
SOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to amend a professional consulting agreement with Program Design and Development, LLC to prepare the County's fiscal year 2013 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 payable pursuant to an approved budget for the term January 1, 2013 through December 31, 2013 by increasing the not to exceed amount by \$6,000 from a total not to exceed amount of \$42,000 to a new total not to exceed amount of \$48,000 payable according to the rates on Schedule "A-1" attached hereto; and be it further

RESOLVED, that this agreement 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 except as specifically amended hereby, all other terms and conditions of the original agreement shall remain the same; 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: \$6,000
 Total: \$48,000

Account to be
 Charged/Credited

	Fund	Department	Major Program, Program & Phase	Object/Sub- Object	Trust Account	Dollars
2013	101	22	8900	5850	-----	\$3,000
2013	101	22	8900	5860	-----	\$3,000

Budget Funding Year(s): 2013 Start Date: N/A End Date: N/A
 (must match resolution)

		<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars:	1%	71%
	State Aid:	0%	29%
<u>\$6,000</u>	Federal Aid:	99%	0%
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/24/2013 JOSE MARY VIEIRA, SECRETARY

SCHEDULE "A-I"

2013 Costs: In consideration for the services described in this contract, WCDSS will pay to PD&D an amount not to exceed **\$48,000** in 2013 in accordance to the following schedule of payments:

- \$3,000 per month in 12 monthly payments beginning January 1, 2013 for technical assistance with CoC management and
- \$6,000 due 30 days after submission of WCDSS' FY13 Continuum of Care application (deadline not yet established by HUD).

In addition, WCDSS may pay an additional amount not to exceed \$6,000 for other CoC-related services. These can include preparing grant applications and arranging for training needed to improve CoC operations. The fee for preparing grant applications will be negotiated in advance. Training costs related to bringing in outside consultants and trainers will be reimbursed at cost, including training fees and travel expenses.

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/24/2013 - JONARY WIKIA SECRETARY