



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

41484

DATE: July 23, 2014

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 for the County of Westchester to enter into an agreement with Client Track, Inc., pursuant to which Client Track, Inc. will maintain the County's Homeless Management Information System, for a term commencing on August 1, 2014 and continuing through July 31, 2015, for an amount not-to-exceed \$78,000.00.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement with Client Track, Inc. ("Client Track"), pursuant to which Client Track will maintain the County's Homeless Management Information System ("HMIS"), for a term commencing on August 1, 2014 and continuing through July 31, 2015, for an amount not-to-exceed \$78,000.00, to be paid pursuant to an approved budget.

The proposed agreement is intended to be funded by a portion of the funds awarded to the County under a grant from the United States Department of Housing and Urban Development ("HUD") for such work. By a separate resolution of even date herewith, the County is requesting authority from your Honorable Board to enter into an agreement with HUD to accept the aforementioned grant.

The proposed agreement will serve a public purpose by providing 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 agreement are to provide the County 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 agreement are in the best interests of the County in terms of fiscal responsibility, as the County will receive necessary and required services 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 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 agreement will be tracked and monitored by the staff of the Department of Social Services and the staff of the Department of Information Technology.

The procurement of the proposed agreement was conducted in accordance with Section 13(b) of the County's Procurement Policy, which requires federally-funded procurements to be made in accordance with the applicable federal procurement requirements. Specifically, this procurement complied with 24 C.F.R. 85.36(d)(4)(i)(C), based on HUD's terms for the Grant.

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bcm/nn

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Client Track, Inc. ("Client Track"), pursuant to which Client Track will maintain the County's Homeless Management Information System ("HMIS"), for a term commencing on August 1, 2014 and continuing through July 31, 2015, for an amount not-to-exceed \$78,000.00, to be paid pursuant to an approved budget; 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.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	22	688P	4380	T688	\$78,000

Budget Funding Year(s): 2014
(must match resolution)

Start Date: 08/01/14

End Date: 07/31/15

Funding Source
\$78,000.00
(must match resolution)

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