



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**48829**

DATE: September 29, 2015

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to amend each of two (2) agreements, pursuant to each of which Westhab, Inc. was to provide one (1) Department of Social Services district office catchment area with an Emergency Housing Assistance Program, in order to, a.) modify the scope of work; b.) modify the not-to-exceed amount in order to reflect the modified scope of work; and c.) modify the budget in order to reflect the changes necessitated by the modification to the scope of work.

By a resolution approved on December 18, 2014, your Honorable Board authorized the County of Westchester (the "County") to enter into a total of four (4) agreements, as specified below, (collectively, the "Agreements") pursuant to each of which the vendor specified below was to provide the Department of Social Services ("DSS") district office catchment area (each a "Zone") specified below with an Emergency Housing Assistance Program, consisting of the provision of Emergency Housing Units ("EHUs") and related housing service to customers deemed eligible for temporary housing assistance by DSS, for the not-to-exceed amount specified below, for the period from January 1, 2015 through December 31, 2016 (the "Initial Term"), with the County having the sole option to extend the term for up to three (3) additional one (1) year periods (each an "Option Term"):

Vendor	Zone	Not-To-Exceed Amount
		1/1/15-12/31/16 – Initial Term
1.) Interfaith Council For Action, Inc. ("IFCA")	White Plains District Office	\$ 1,234,726.00
2.) Community Housing Innovations, Inc. ("CHI")	Mount Vernon District Office	\$ 4,311,627.00
3.) Westhab, Inc. ("Westhab")	Peekskill District Office	\$ 587,466.00
4.) Westhab	Yonkers District Office	\$ 9,859,971.00
TOTAL:		\$15,993,790.00

Under each of the Agreements, each Option Term was to be for the respective not-to-exceed amount specified below and otherwise on the same terms as the Initial Term for each of the Agreements:

Vendor	Zone(s)	Not - T o - E x c e e d A m o u n t s		
		1/1/17-12/31/17 Option #1	1/1/18-12/31/18 Option #2	1/1/19-12/31/19 Option #3
1.) IFCA	White Plains District Office	\$ 617,363.00	\$ 617,363.00	\$ 617,363.00
2.) CHI	Mount Vernon District Office	\$2,213,867.00	\$2,255,978.00	\$2,294,598.00
3.) Westhab	Peekskill District Office	\$ 302,576.00	\$ 308,626.00	\$ 314,797.00
4.) Westhab	Yonkers District Office	\$5,078,373.00	\$5,179,941.00	\$5,283,540.00

Each of the Agreements was subsequently executed. The agreement with Westhab for the Peekskill District Office Zone (the “Peekskill Agreement”) specified that it would provide 10 EHUs. The agreement with Westhab for the Yonkers District Office Zone (the “Yonkers Agreement”) specified that it would provide 154 EHUs.

The Agreements resulted from a request for proposals (“RFP”) that was issued in 2014. The RFP and each of the Agreements specified that the County might find, during the term of the Agreements, that the County requires more or fewer EHUs in a given Zone. Accordingly, the RFP and the Agreements contemplated that one or more of the agreements might have to be modified to reflect the need for more or fewer EHUs in a given Zone than originally anticipated.

The Department recently determined that more EHUs than anticipated are needed in the Peekskill District Office Zone and fewer EHUs than anticipated are needed in the Yonkers District Office Zone.

Accordingly, the County respectfully requests that your Honorable Board authorize the County to:

- 1.) Amend the Peekskill Agreement in order to, a.) modify its scope of work by increasing the number of EHUs to be provided from 10 to 15; b.) increase the not-to-exceed amount for the Initial Term and each Option Term, as specified below, in order to pay for the additional services being provided; and c.) modify its budget in order to reflect the changes necessitated by the modification to the scope of work:

	Not - T o - E x c e e d A m o u n t s			
	1/1/15-12/31/16 Initial Term	1/1/17-12/31/17 Option Term #1	1/1/18-12/31/18 Option Term #2	1/1/19-12/31/19 Option Term #3
Peekskill Agreement	\$ 587,466.00	\$ 302,576.00	\$ 308,626.00	\$ 314,797.00
Proposed Increase	\$ 158,400.00	\$ 112,198.00	\$ 114,443.00	\$ 116,733.00
New Totals	\$ 745,866.00	\$ 414,774.00	\$ 423,069.00	\$ 431,530.00

and

- 2.) Amend the Yonkers Agreement in order to, a.) modify its scope of work by decreasing the number of EHUs to be provided from 154 to 149; b.) decrease its not-to-exceed amount for the Initial Term and each Option Term, as specified below, in order to reflect

the reduced cost of the decreased services; and c.) modify its budget in order to reflect the changes necessitated by the modification to the scope of work:

	N o t - T o - E x c e e d A m o u n t s			
	1/1/15-12/31/16	1/1/17-12/31/17	1/1/18-12/31/18	1/1/19-12/31/19
	Initial Term	Option Term #1	Option Term #2	Option Term #3
Yonkers Agreement	\$9,859,971.00	\$5,078,373.00	\$5,179,941.00	\$5,283,540.00
Proposed Decrease	\$ 158,400.00	\$ 112,200.00	\$ 114,445.00	\$ 116,735.00
New Totals	\$9,701,571.00	\$4,966,173.00	\$5,065,496.00	\$5,166,805.00

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

The proposed amendments will serve a public purpose by ensuring that the County has its resources allocated such that it can best provide an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed amendments is to ensure that the County has its resources allocated such that it can best provide an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed amendments is in the best interests of the County in terms of public health and safety, as ensuring that the County has its resources allocated such that it can best provide an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS will ultimately help ensure the health and safety of such persons.

The goal and objective of the proposed amendments will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached Resolution.

KMM/BG/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 amend an agreement (the “Peekskill Agreement”) with Westhab, Inc. (“Westhab”), pursuant to which Westhab was to provide the Department of Social Services (“DSS”) Peekskill District Office catchment area with an Emergency Housing Assistance Program, consisting of the provision of Emergency Housing Units (“EHUs”) and related housing service to customers deemed eligible for temporary housing assistance by DSS, for an amount not-to-exceed \$587,466.00, for the period from January 1, 2015 through December 31, 2016 (the “Initial Term”), with the County having the sole option to extend the term for up to three (3) additional one (1) year periods (each an “Option Term”), in order to, a.) modify its scope of work by increasing the number of EHUs to be provided from 10 to 15; b.) increase the not-to-exceed amount for the Initial Term and each Option Term, as specified below, in order to pay for the additional services being provided; and c.) modify its budget in order to reflect the changes necessitated by the modification to the scope of work:

	N o t - T o - E x c e e d A m o u n t s			
	1/1/15-12/31/16 Initial Term	1/1/17-12/31/17 Option Term #1	1/1/18-12/31/18 Option Term #2	1/1/19-12/31/19 Option Term #3
Peekskill Agreement	\$ 587,466.00	\$ 302,576.00	\$ 308,626.00	\$ 314,797.00
Increase	\$ 158,400.00	\$ 112,198.00	\$ 114,443.00	\$ 116,733.00
New Totals	\$ 745,866.00	\$ 414,774.00	\$ 423,069.00	\$ 431,530.00

; and be it further

**RESOLVED**, that the County is hereby authorized to amend an agreement (the “Yonkers Agreement”) with Westhab pursuant to which Westhab was to provide the DSS Yonkers District Office catchment area with an Emergency Housing Assistance Program, consisting of the provision of EHUs and related housing service to customers deemed eligible for temporary housing assistance by DSS, for an amount not-to-exceed \$9,859,971.00, for the period from January 1, 2015 through December 31, 2016 (the “Initial Term”), with the County having the sole option to extend the term for up to three (3) additional one (1) year periods (each an “Option Term”), in order to, a.) modify its scope of work by decreasing the number of EHUs to be provided from 154 to 149; b.) decrease its not-to-exceed amount for the Initial Term and each Option Term, as specified below, in order to reflect the reduced cost of the decreased services; and c.) modify its budget in order to reflect the changes necessitated by the modification to the scope of work:

	N o t - T o - E x c e e d A m o u n t s			
	1/1/15-12/31/16 Initial Term	1/1/17-12/31/17 Option Term #1	1/1/18-12/31/18 Option Term #2	1/1/19-12/31/19 Option Term #3
Yonkers Agreement	\$9,859,971.00	\$5,078,373.00	\$5,179,941.00	\$5,283,540.00
Decrease	\$ 158,400.00	\$ 112,200.00	\$ 114,445.00	\$ 116,735.00
New Totals	\$9,701,571.00	\$4,966,173.00	\$5,065,496.00	\$5,166,805.00

; and be it further

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

**RESOLVED**, that except as specifically amended hereby, all terms and conditions of the Yonkers Agreement shall remain in full force and effect; 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.

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APPROVED BOARD OF ACQUISITION & CONTRACT - 10/29/2015 - RODRIGUEZ, SECRETARY

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s):N/A  
(must match resolution)

Start Date: N/A

End Date: N/A

Funding Source  
\$N/A  
(must match resolution)

Tax Dollars: N/A  
State Aid: N/A  
Federal Aid: N/A  
Other: N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/29/2015 - V. RODRIGUEZ SECRETARY