

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

49248

DATE: October 28, 2015

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 enter into an agreement with Client Track, Inc., pursuant to which it will modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System, for a term commencing on December 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$93,405.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement with the Client Track, Inc. ("Client Track"), pursuant to which Client Track will modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System ("HMIS"), including, 1.) expanding it to manage the entire system of housing and homeless services and serve as the core management information system for tracking every person and family who is homeless or needs housing in Westchester, across all systems, communities, demographics and need groups, thereby creating an HMIS record for every person and family who is homeless in Westchester, including those outside the shelter system, 2.) creating a shared database for the County's countywide Coordinated Assessment Process ("CAP"), which will house all key data elements and documents that can be accessed by multiple providers and systems, and 3.) creating additional necessary interfaces and reporting functions, for a term commencing on December 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$93,405, payable pursuant to an approved budget.

The proposed agreement will serve a public purpose by providing the services necessary to help the County better track and monitor the placement and status of homeless persons in Westchester County and thereby better serve them.

The goals and objectives of the proposed agreement are to provide the County with the services necessary to ultimately most effectively and efficiently provide services to homeless persons in Westchester County.

The goal and objective of the proposed agreement are in the best interests of the County in terms of health and welfare, 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.

Due to the proprietary nature of the Client Track software, Client Track is the only entity that can provide the services described above. Accordingly, we recommend that your Honorable Board deem this agreement to be a sole source procurement pursuant to Section 9 of the County Procurement Policy, as well as Section 13 of the County Procurement Policy based upon the applicability of Federal procurement rules concerning non-competitive procurements.

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS 11/24/2015 JOAN COCCARDI, SECRETARY

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 enter into an agreement with Client Track, Inc. ("Client Track"), pursuant to which Client Track will modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System ("HMIS"), including, 1.) expanding it to manage the entire system of housing and homeless services and serve as the core management information system for tracking every person and family who is homeless or needs housing in Westchester, across all systems, communities, demographics and need groups, thereby creating an HMIS record for every person and family who is homeless in Westchester, including those outside the shelter system, 2.) creating a shared database for the County's countywide Coordinated Assessment Process ("CAP"), which will house all key data elements and documents that can be accessed by multiple providers and systems, and 3.) creating additional necessary interfaces and reporting functions, for a term commencing on December 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$93,405, payable pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, this Agreement is deemed to be a sole source agreement pursuant to Section 9 and Section 13 of the Westchester County Procurement Policy; 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 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	688Q	4380	T688	\$93,405

Budget Funding Year(s): 2015 Start Date: 12/1/15 End Date: 7/31/16
(must match resolution)

Funding Source

\$93,405

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/24/2015 - JOAN COCCARDI, SECRETARY