



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**50827**

**Date:** February 1, 2016

**To:** Board of Acquisition and Contract

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

**Re:** **Authority for the County to exercise its fourth option to renew an agreement with Westchester Community Opportunity Program, Inc. to provide and manage a New Rochelle Emergency Overnight Shelter for the term January 1, 2016 through April 30, 2016 in an amount not to exceed \$148,465 payable pursuant to an approved budget and subject to appropriation**

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Pursuant to a Request for Proposals (the "RFP") issued on February 21, 2012 and a resolution adopted on June 21, 2012, the Westchester County Department of Social Services ("Department") entered into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") for the provision of a New Rochelle Emergency Overnight Shelter for the term April 16, 2012 through December 31, 2012 in an amount not to exceed \$304,576, with the sole option on the part of the County to extend the agreement for five additional one year terms. The agreement was subsequently executed at a reduced not to exceed amount of \$303,159.

On April 4, 2013, your Honorable Board approved a resolution authorizing the County of Westchester through its Department of Social Services to exercise its first option to renew the agreement for an additional one year period commencing January 1, 2013 and ending December 31, 2013 in an amount not to exceed \$427,989 to be paid pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

On January 23, 2014, your Honorable Board approved a resolution authorizing the County of Westchester through its Department of social Services to exercise the second option to renew the agreement with WestCOP for the provision of a New Rochelle Emergency Overnight Shelter by extending the term for one (1) additional year for the term January 1, 2014 through December 31, 2014 for an amount not to exceed \$427,989 to be paid pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

On January 8, 2015, your Honorable Board approved a resolution authorizing the County of Westchester through its Department of social Services to exercise the third option to renew the agreement with WestCOP for the provision of a New Rochelle Emergency Overnight Shelter by extending the term for one (1) additional year for the term January 1, 2015 through December 31, 2015 for an amount not to exceed \$415,396 to be paid pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

Authority is now requested for the County of Westchester to exercise its fourth option to renew the agreement with WestCOP for the provision of a New Rochelle Emergency Overnight Shelter by extending the term for four (4) months, from January 1, 2016 through April 30, 2016 for an amount not to exceed \$148,465 to be paid pursuant to an approved budget and subject to appropriation. The option to renew the contract is exercised only for four (4) months because the Department is planning for a modification of the scope of services pursuant to this program. The Department discussed with the vendor the modification of the scope of service which the Department is planning for. The vendor agreed to the four (4) month renewal. The vendor also submitted a budget for four (4) months.

The agreement will serve a **public purpose** by providing a safe, sanitary, warm, dry place for people who are not housed and do not currently participate in the formal County shelter system. The individuals to be served by the emergency shelter are in need of housing, and may have been disqualified from a public assistance program for failing to comply with a rule, procedure or regulation or are otherwise ineligible for DSS benefits.

The **goals and objectives** of this contract are to provide a safe, sanitary, warm, dry place for people who are not housed and do not currently participate in the formal County shelter system.

The **goals and objectives are in the best interests of the County in terms of fiscal responsibility** because emergency care provided by this program for this vulnerable population addresses their temporary needs, reduces incidents of illness and stress and keeps them independent of the costly shelter system.

The goals and objectives of the proposed agreement are in the **best interests of the County in terms of health and safety** as this program provides a temporary shelter, protects the targeted population from exposure to severe weather conditions and keeps them off the streets during the night hours.

**The goals and objectives as stated in the resolution will be tracked and**

**monitored** through performance measurement indicators created by the department. They include, but are not limited to, the submission of monthly statistics and quarterly report as well as direct contact with program staff. The Department is able to report that WestCOP provided emergency overnight shelter to an average of 340 unduplicated individuals for each quarter in 2015. Approximately 80% of these homeless individuals were linked to various services.

Since there is no federal funding for this program, this proposed agreement is exempt from the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule).

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

A resolution is annexed hereto, which I recommend for your favorable consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/25/2016 - USMARIJAS SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to exercise its fourth option to renew an agreement with Westchester Community Opportunity Program, Inc. for the provision of a New Rochelle Emergency Overnight Shelter in an amount not to exceed \$148,465 for the term January 1, 2016 through April 30, 2016 (the "Agreement") to be paid pursuant to an approved budget; and be it further

**RESOLVED**, that this contract 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 ("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 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 impact of any such budget(s) 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 the agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that except as specifically modified hereby, all other terms and conditions of the original agreement as extended shall remain the same; and be it further.

**RESOLVED**, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to  
be  
Charged/cred  
ited  
2016

Fund	Dept	Major Program, Program & Phase Or Unit	Object / Sub Object	Trust Acco unt	Dollars
101	22	8900	5860	-----	\$148,465

Budget Funding Year(s): 2016 Start Date: 1/1/16 End Date: 04/30/16  
(must match resolution)

Funding Source Tax Dollars: 71%  
State Aid: 29%

\$148,465 Federal Aid:  
(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/25/2016 - LISAMRIJAJ, SECRETARY