



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

64489

DATE: July 27, 2018

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with D. Gore Consulting, LLC pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County's Homeless Management Information System, for an amount not-to-exceed \$128,400, based upon a cost of \$10,700 per month, for the period from August 1, 2018 through July 31, 2019, with the County having the sole option to extend the term of the agreement for up to three (3) additional one (1) year periods on the same terms and conditions.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with D. Gore Consulting, LLC ("Mr. Gore"), pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County's Homeless Management Information System ("HMIS"), for an amount not-to-exceed \$128,400, based upon a cost of \$10,700 per month, for the period from August 1, 2018 through July 31, 2019, with the County having the sole option to extend the term of the agreement for up to three (3) additional one (1) year periods on the same terms and conditions.

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.

On April 2, 2018, the County, acting by and through the Department, issued a Request for Proposals ("RFP"), which solicited proposals from vendors to provide the aforementioned services. In response to the RFP, the Department received two (2) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that Mr. Gore's proposal received the highest

score and was, accordingly, ranked first. Based on Mr. Gore's past performance in providing services to the County, and the Department's review of Mr. Gore's proposal, the Department is satisfied that Mr. Gore is a responsible vendor for these services.

The proposed agreement will serve a public purpose by providing the County with the services it needs to have its Continuum of Care's HUD-mandated HMIS operated, managed, and coordinated properly.

The goal and objective of the proposed agreement is to provide the County with the services it needs to have its Continuum of Care's HUD-mandated HMIS operated, managed, and coordinated properly.

The goal and objective of the proposed agreement is in the best interests of the County in terms of both safety and security and health, as the County having an HMIS that is operated, managed, and coordinated properly is, ultimately, important to the County providing the homeless population in the County with the services that they need in order to ensure that they are safe and healthy.

The goals and objectives of the proposed agreement will be tracked and monitored by the staff of the Department.

I respectfully recommend the adoption of the attached Resolution.

KMM/CW/jpg/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS 08/30/2018 JOAN COSGARDI, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Social Services (the “Department”), is hereby authorized to enter into an agreement with D. Gore Consulting, LLC (“Mr. Gore”), pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County’s Homeless Management Information System (“HMIS”), for an amount not to exceed \$128,400, based upon a cost of \$10,700 per month, for the period from August 1, 2018 through July 31, 2019, with the County having the sole option to extend the term of the agreement for up to three (3) additional one (1) year periods on the same terms and conditions (the “Agreement”); 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 any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

| Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|------|------|--|-----------------------|------------------|-----------|
| 263 | 22 | 929T | 4380 | T929 | \$128,400 |
| | | | | | |
| | | | | | |

Budget Funding Year(s): 2018 Start Date: 08/01/18
(must match resolution)

End Date: 07/31/19

Funding Source
\$128,400
(must match resolution)

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