

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

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Date: December 13, 2018

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Re: Resolution to exempt from the Westchester County Procurement Policy an Agreement with Program Design and Development, LLC for the provision of professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for the 2019 Continuum of Care for the Homeless grant, pursuant to Section 3(a) xxi thereof.

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy an agreement with Program Design and Development, LLC for the provision of professional consulting services involving the preparation of the County's fiscal year 2019 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester's system of care for the homeless and related services for the term commencing on January 1, 2019 and expiring on December 31, 2019 in the amount of \$78,000 payable pursuant to an approved budget.

This agreement will provide consulting services to the Department of Social Services which will enable the County to obtain needed HUD funding. Program Design and Development, LLC has been involved in planning and administering HUD's Continuum of Care grant programs since 1993 and is uniquely qualified to provide these services to the County. Program Design and Development, LLC has also coordinated the local HUD Continuum of Care grants for the Yonkers Housing Authority since 1995 and for the City of Mount Vernon since 1996. Based on Program Design and Development's proven past success and expertise, it would be in the best interests of the County to exempt the proposed agreement from the requirements of Westchester County Procurement Policy.

Pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the Policy would not be in the best interests of the County, the requirements of the Policy may be waived. A resolution to enter into an agreement with Program Design and Development, LLC is being submitted separately with even date.

Your Honorable Board's approval of the annexed resolution is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/17/2019 - JOAN COCCIARDI, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester (“County”) in connection with the procurement of an agreement with Program Design and Development, LLC for professional consulting services related to the preparation of the County’s fiscal year 2019 application to the United States Department of Housing and Urban Development (“HUD”) for Continuum of Care for the Homeless grant and related services.

APPROVED BOARD OF ACQUISITION & CONTRACTS 04/17/2019 JOHN COCCARDI, SECRETARY