



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

## 67604

**DATE:** February 1, 2019

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Authority to enter into an agreement with Westhab, Inc. pursuant to which it will furnish services to provide and operate a facility at 21 Fountain Place in New Rochelle that can support a combination of emergency housing units and permanent housing units, and provide related services, for customers deemed eligible by the Department of Social Services, for a total amount not-to-exceed \$971,000.00 for the period from March 1, 2019 through December 31, 2019, with the County having the sole option to extend the term of the agreement for up to four (4) one (1) year periods thereafter.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will furnish services to provide and operate a facility at 21 Fountain Place in New Rochelle that can support a combination of, a.) furnished housing units, as emergency housing units ("EHUs"), and b.) permanent housing units ("PHUs"), (collectively, the "Housing Program"), and provide related services for both the EHUs and PHUs (the "Related Services"), for customers deemed eligible by the Department of Social Services (the "Department") for such housing and services, for an amount not-to-exceed \$971,000.00 for the period from March 1, 2019 through December 31, 2019 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter on the same terms as the Initial Term (each an "Option Term"), except that the following respective not-to-exceed amounts will apply to each Option Term:

<u>Term</u>	<u>Not-To-Exceed Amount</u>
1.) Option Term #1 (1/1/20 - 12/31/20)	\$1,389,105.00
2.) Option Term #2 (1/1/21 - 12/31/21)	\$1,428,875.00
3.) Option Term #3 (1/1/22 - 12/31/22)	\$1,456,161.00

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4.) Option Term #4 (1/1/23 - 12/31/23) \$1,494,859.00

On November 8, 2018, the County, acting by and through the Department, issued a request for proposals that solicited proposals from vendors to provide the Housing Program and the Related Services (the "RFP"). In response to the RFP, the Department received two (2) proposals. The Department had several individuals review these proposals and evaluate them based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that the proposal from Westhab received the highest score and was, accordingly, ranked first. However, Westhab's proposed costs, especially for the Initial Term, were found to be in excess of what DSS had earlier believed to be necessary. Lengthy, extensive negotiations between the County and Westhab were conducted, and they resulted in Westhab ultimately reducing its proposed costs and revising the cost structure across the Initial Term and the Option Terms. DSS conducted an analysis of the revised proposed cost from Westhab and found that it is reasonable. Based on the Department's review of the proposal from Westhab and the performance of Westhab under previous contracts with the County, the Department is satisfied that Westhab is a responsible vendor for these services.

The proposed Agreement will serve a public purpose by providing the County with additional housing units, in the form of EHUs and PHUs, for customers deemed eligible by the Department.

The goal and objective of the proposed Agreement is to provide the County additional housing units, in the form of EHUs and PHUs, for customers deemed eligible by the Department.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of public health and safety, as the County having additional housing units, in the form of EHUs and PHUs, for customers deemed eligible by the Department, will ultimately help ensure the health and safety of such persons.

The goal and objective 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/MC/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 enter into an agreement (the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will furnish services to provide and operate a facility at 21 Fountain Place in New Rochelle that can support a combination of, a.) furnished housing units, as emergency housing units ("EHUs"), and b.) permanent housing units ("PHUs"), and provide related services for both the EHUs and PHUs (the "Related Services"), for customers deemed eligible by the Department of Social Services for such housing and services, for an amount not-to-exceed \$971,000.00 for the period from March 1, 2019 through December 31, 2019 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter on the same terms as the Initial Term (each an "Option Term") except that the following respective not-to-exceed amounts will apply to each Option Term:

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4.) Option Term #4 (1/1/23 - 12/31/23)	\$1,494,859.00

; 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.

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Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2019	101	22	8900	5850	-----	\$663,061
2019	101	22	8900	5860	-----	\$307,939

Budget Funding Year(s): 2019      Start Date: 03/01/19      End Date: 12/31/19  
 (must match resolution)

		<u>5860</u>	<u>5850</u>
	Tax Dollars:	71%	1%
Funding Source	State Aid:	29%	0%
<u>\$971,000.00</u>	Federal Aid:	0%	99%
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/07/2019 - LISA MARIJAJ, SECRETARY