



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**78250**

DATE: July 28, 2020

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to exercise both of the County's options under its agreement with Westchester Community Opportunity Program, Inc., pursuant to which it was to operate housing that was to be provided by the County for the purpose of general isolation housing related to COVID-19.

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By a resolution approved on April 2, 2020, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP was to operate housing that was to be provided by the County for COVID-19 patients who had been released from the hospital but were not yet able to return to their prior housing, and provide related services, (the "Original Services") for the period from April 1, 2020 through June 30, 2020, for a total amount not-to-exceed \$369,534.00 (the "Original Agreement"). The Original Agreement was subsequently executed.

By a resolution approved on May 7, 2020, your Honorable Board authorized the County to amend the Original Agreement by, 1.) modifying its scope of work to include one (1) additional nurse, who is a registered nurse with special expertise in infection/communicable diseases prevention and control, to be provided as part of the Original Services, in order to ensure that nursing services are available seven days per week, for the recovering COVID-19 patients (the "Additional Services"), 2.) increasing its not-to-exceed amount by \$22,238.00, from a not-to-exceed amount of \$369,534.00 to a new not-to-exceed amount of \$391,772.00, in order to pay for the Additional Services as well as account for additional supplies and related costs involved in the provision of the Original Services to a larger number of people, and 3.) modifying its budget in order to allocate the additional funds (the "First Amendment"). The First Amendment was subsequently executed.

By a resolution approved on July 9, 2020, your Honorable Board authorized the County to amend the Original Agreement, as amended by the First Amendment, by 1.) modifying its terms to specify that the County-provided housing would be operated for the more broad purpose of general isolation housing related to COVID-19, 2.) extending its term until August 1, 2020, 3.) increasing its not-to-exceed amount by \$111,073.44, from a not-to-exceed amount of \$391,772.00 to a new not-to-exceed amount of \$502,845.44, in order to pay for services during the extended term, 4.) modifying its budget in order to allocate the additional funds, and 5.) adding County options for parts of August, to be exercised based upon the County's sole discretion, on the following terms:

- First Option: From August 1 until August 15, for an amount not-to-exceed \$51,834.27; and
- Second Option: From August 15 until August 31, for an amount not-to-exceed \$59,239.17

(the "Second Amendment"). The Second Amendment was subsequently executed.

The County continues to require services to operate County-provided housing for the purpose of general isolation housing related to COVID-19, and related services including the Additional Services, (the "Current Services") that have been provided under the Original Agreement, as amended by the First Amendment and the Second Amendment (the "Agreement"). Accordingly, the County respectfully requests authority from your Honorable Board to exercise its two (2) options, identified as the 'First Option' and the 'Second Option' above, and thereby, 1.) extend the term of the Agreement through August 31, 2020; 2.) increase the not-to-exceed amount of the Agreement by \$111,073.44, to a new total not-to-exceed amount of \$613,918.88, to pay for the Current Services during the extended term of the Agreement; 3.) modify its budget in order to allocate the additional funds; and 4.) reflect the fact that the County will not have any options remaining under the Agreement (the "Third Amendment").

Except as described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed Third Amendment will serve a public purpose by providing the County with the services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19.

The goal and objective of the proposed Third Amendment is to provide the County with the services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19.

The goal and objective of the proposed Third Amendment is in the best interests of the County in terms of health and safety, as providing the County with the services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19 will ensure that such persons have adequate housing and services while they are isolated.

The goal and objective of the proposed Third Amendment will be tracked and monitored

by the staff of the Department of Social Services.

I respectfully recommend the adoption of the attached Resolution.

KMM/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/06/2020 - LISA MRIJAJ, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to exercise its two (2) options under an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP was to operate housing that was to be provided by the County for the purpose of general isolation housing related to COVID-19, for the period from April 1, 2020 until August 1, 2020, for a total amount not-to-exceed \$502,845.44, (the "Agreement") and thereby, 1.) extend the term of the Agreement through August 31, 2020; 2.) increase the not-to-exceed amount of the Agreement by \$111,073.44, to a new total not-to-exceed amount of \$613,918.88, to pay for services during the extended term of the Agreement; 3.) modify its budget in order to allocate the additional funds; and 4.) reflect the fact that the County will not have any options remaining under the Agreement; and be it further

**RESOLVED**, that except as hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

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Account to be  
Charged/Credited

Fund	Dept	Unit	Object/ Sub Object	Trust Account	Activity	Dollars
101	22	0010	4998			\$111,073.44

Budget Funding Year(s): 2020 \_\_\_ Start Date: 08/01/20 End Date: 08/31/20  
(must match resolution)

Funding Source Tax Dollars: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
\$111,073.44 Federal Aid: \_\_\_\_\_ 100% \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/06/2020 - LISA M. RUAS SECRETARY