

16618

Date: December 8, 2010

To: Members of the Honorable Board of Acquisition and Contract

From: Grant E. Mitchell, M.D.,
Commissioner, Department of Community Mental Health

Marguerite Beirne, Chief Information Officer
Department of Information Technology

Re: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, an agreement with Program Design and Development, LLC for assistance in the managing of Housing and Urban Development (“HUD”) Shelter Plus Care contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program and assistance in connection with the County’s 2011 HUD Continuum of Care application

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures, a contract with Program Design and Development, LLC (“PD&D”), pursuant to which PD&D will assist the County in the managing of Housing and Urban Development (“HUD”) Shelter Plus Care contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program. PD&D will also assist the County with the preparation of its 2011 HUD Continuum of Care application, for the period January 1, 2011 through December 31, 2011, for an amount not-to-exceed \$43,200, to be paid in accordance with an approved budget.

Ordinarily, under Section 5(b) of the Procurement Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing the required services. However, compliance with the Procurement Policy would not be in the best interests of the County. PD&D has coordinated the local Continuum of Care for the homeless processes for the Yonkers Housing Authority since 1995 and for the City of Mount Vernon since 1996. PD&D has played a key role in every consolidated Continuum of Care application ever submitted in Westchester County. PD&D has worked closely with the County throughout the process and has a good understanding of HUD’s Shelter Plus Care program and of the strategic challenges facing the County’s work with the homeless populations of Westchester.

Accordingly, it is proposed that the best interests of the County would be served by exempting the proposed agreement with PD&D from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof. A resolution to exempt this procurement is hereby submitted for your consideration.

GEM/TP/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-28-2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Community Mental Health and the Chief Information Officer, be it hereby

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby 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 in connection with the procurement of an agreement with Program Design and Development, LLC for assistance in the managing of Housing and Urban Development (“HUD”) Shelter Plus Care contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program and assistance in connection with the County’s 2011 HUD Continuum of Care application.

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-28-2011 - JOMARY VIEIRA, SECRETARY