

16619

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: Authority to enter into an agreement with Program Design and Development, LLC (“PD&D”) 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 for assistance in the preparation of the County’s 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

Authority is hereby requested from your Honorable Board for the County of Westchester (the “County”), acting by and through its Department of Community Mental Health (the “Department”), to enter into an agreement 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 and 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.

The proposed contract will serve a public purpose by assisting in continually securing Federal funds, in excess of \$9.2 million, in order to improve the health and safety of homeless individuals with serious mental illness and thus make the community safer.

The goal and objective of the proposed agreement is to continually secure Federal funding for the Continuum of Care Program. PD&D will assist and train Department staff to develop a plan to monitor the program using HUD’s requirements and procedures.

The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility, as PD&D's services will help the County secure Federal funds.

The goal and objective of the proposed agreement will be tracked monthly by review of submitted reports to determine if the consultant is delivering information on a timely basis, with a corrective course of action for those issues that need immediate response.

Authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

An appropriate Resolution is herewith attached for your Honorable Board's consideration.

GEM/TP/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-20-2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”), acting by and through its Department of Community Mental Health (the “Department”), is hereby authorized to enter into an agreement 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 and 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; 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 governor of a proposed 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 the agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	26	2000	4420		\$43,200

Budget Funding Year(s) 2011 _____ Start Date 01/01/2011 End Date 12/31/2011
(must match resolution)

Funding Source Tax Dollars \$43,200
State Aid _____
\$ 43,200 Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-20-2011 - JOMARY VIEIRA, SECRETARY