

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

29906

DATE: October 22, 2012

TO: Board of Acquisition and Contract

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

John B. McCaffrey
Chief Information Officer, Department of Information Technology

SUBJECT: Authority for the County of Westchester to enter into an agreement with Client Track, Inc., pursuant to which Client Track, Inc. will maintain the County's Homeless Management Information System, for a term commencing February 1, 2012 and continuing through January 31, 2013, for an amount not-to-exceed \$118,000.00 to be paid pursuant to an approved budget.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement with Client Track, Inc. ("Client Track"), pursuant to which Client Track will maintain the County's Homeless Management Information System ("HMIS"), for a term commencing February 1, 2012 and continuing through January 31, 2013, for an amount not-to-exceed \$118,000.00, to be paid pursuant to an approved budget.

The proposed agreement will be funded by a portion of the funds to be received by the County under a grant from the United States Department of Housing and Urban Development ("HUD").

It should be noted that Client Track, Inc. is the new corporate name of the corporation formerly known as Data Systems International, Inc., with which the County has had contracts for a number of years.

The proposed agreement will serve a public purpose by providing the services necessary to better track and monitor the placement and status of the homeless clients of the Department of Social Services and thereby better serve them, in compliance with HUD requirements.

The goals and objectives of the proposed agreement are to provide the County with the services necessary to most effectively and efficiently provide services to homeless clients of the Department of Social Services; assist the County's vendors providing homeless services in tracking activities and progress of clients in their respective programs, and meet the HUD mandate to have an HMIS.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of fiscal responsibility, as the County will receive necessary and required services while paying for them with Federal funds that have been provided by HUD for that purpose. The goals and objectives of the proposed agreement are also in the best interests of the County in terms of health, as the services to be provided will assist the Department of Social Services and its vendors in providing homeless clients with services necessary to ensure their welfare.

The goals and objectives of the proposed agreement will be tracked and monitored by the staff of the Department of Social Services and the staff of the Department of Information Technology.

This procurement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xi) thereof, which exempts "any procurement made pursuant to procurement procedures provided for under any other federal or state law applicable to such procurement."

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nm

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services and the Chief Information Officer of the Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Client Track, Inc. ("Client Track"), pursuant to which Client Track will maintain the County's Homeless Management Information System ("HMIS"), for a term commencing February 1, 2012 and continuing through January 31, 2013, for an amount not-to-exceed One Hundred Eighteen Thousand Dollars (\$118,000.00), to be paid pursuant to an approved budget; 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.

Account to be
Charged/Credited

Fund	Dept	Unit	Object/ Sub Object	Trust Account	Activity	Dollars
263	22	688M	4380	T688	-----	\$118,000

Budget Funding Year(s): 2012 Start Date: 02/01/12 End Date: 01/31/13
(must match resolution)

Funding Source:	Tax Dollars:
	State Aid:
	Federal Aid: 100%
<u>\$118,000.00</u>	Other:
(must match resolution)	

APPROVED BOARD OF ACQUISITION & CONTRACTS 11/21/2012 DONALD V. WEIRA SECRETARY