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DATE: January 29, 2013

TO: Honorable Members of the Board of Acquisition and Contract

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

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

SUBJECT: 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 ("PD&D") for assistance in managing Housing and Urban Development ("HUD") Shelter Plus Care Program 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 HUD Continuum of Care applications for the period January 1, 2013 through December 31, 2017

Authority is respectfully requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures, an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will assist the County in managing Housing and Urban Development ("HUD") Shelter Plus Care Program 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 HUD Continuum of Care applications, for the period January 1, 2013 through December 31, 2017, for an amount not-to-exceed \$216,000, to be paid in accordance with an approved budget.

Ordinarily, under Section 5(b) of the Procurement Policy and Procedures, the County is required to solicit written quotations from no fewer than three vendors customarily providing the required services. However, compliance with the Procurement Policy and Procedures would not be in the best interest of the County. PD&D has coordinated the local Continuum of Care Program 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 also worked on the County's Continuum of Care application for the last 5 years successfully 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 this agreement from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/21/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health and the Chief Information Officer of the Department of Information Technology, 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 ("PD&D"), pursuant to which PD&D will provide assistance in managing Housing and Urban Development ("HUD") Shelter Plus Care Program 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 it HUD Continuum of Care applications, for the period January 01, 2013 through December 31, 2017.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
JAMES VIEIRA, SECRETARY