

31933

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: Authority to enter into 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 for assistance in the preparation of the County's 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

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 managing the 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.

The proposed contract will serve a public purpose by assisting in continually securing Federal funds, in excess of \$7.6 million per annum, in order to improve the health and safety of homeless individuals with serious mental illness and thus make the community safer.

The goals and objectives of the proposed agreement are 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 following HUD's requirements and procedures.

By Resolution of even date herewith, authority of your Honorable Board was requested to approve an exemption from the procedures of the Procurement Policy pursuant to section 3(a)xxi thereof.

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 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 managing the 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; 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
2013	101	26	2000	4420		\$43,200
2014	101	26	2000	4420		\$43,200
2015	101	26	2000	4420		\$43,200
2016	101	26	2000	4420		\$43,200
2017	101	26	2000	4420		\$43,200

Budget Funding Year(s) 2013-2017 ___ Start Date 1/1/2013 ___ End Date 12/31/2017 ___
(must match resolution)

Funding Source Tax Dollars \$216,000 _____
State Aid _____
Federal Aid _____
Other _____
\$216,000 _____
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/21/2013 - JOHANNY WEIRA, SECRETARY