

**42939**

DATE: October 28, 2014

TO: Board of Acquisition and Contract

FROM: Sherlita Amler, M.D.  
Acting Commissioner, Department of Community Mental Health

SUBJECT: Authority to enter into an agreement with The Guidance Center of Westchester, Inc., pursuant to which it will provide services for the operation and management of a leasing project of seven (7) units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders, for an amount not-to-exceed \$134,386.00, for the period December 1, 2014 through November 30, 2015.

---

Authority is requested for the County of Westchester (the "County") to enter into an agreement with The Guidance Center of Westchester, Inc. ("The Guidance Center"), pursuant to which The Guidance Center will provide services for the operation and management of a leasing project of seven (7) units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders, for an amount not-to-exceed \$134,386.00, for the period December 1, 2014 through November 30, 2015 (the "Agreement").

The proposed Agreement will be funded with a portion of the \$137,272.00 in funds granted to the County by the United States Department of Housing and Urban Development ("HUD") for such work. By a separate resolution approved on September 4, 2014, your Honorable Board authorized the County to enter into a grant agreement with HUD to accept the granted funds. The remaining funds granted to the County by HUD, totaling \$2,886.00, will be retained by the County to pay for the administration of the Grant.

On October 9, 2014, the County, acting by and through its Department of Community Mental Health (the "Department"), issued a Request for Proposals ("RFP"), which solicited proposals from vendors to provide the aforementioned services. In response to the RFP, the Department received three (3) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that the proposal from The Guidance Center received the highest score and was, accordingly, ranked first. Based on the Department's review of the proposal from The Guidance Center, the Department is satisfied that The Guidance Center is a responsible vendor for these services.

The proposed Agreement will serve a public purpose by providing the County with services for a leasing project that will make available seven (7) additional units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders.

The goal and objective of the proposed Agreement is to provide the County with services for a leasing project that will make available seven (7) additional units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of public health and safety, as the County having the services it needs in order to make available seven (7) additional units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders, will ultimately help ensure the health of such persons.

The goals and objectives of the proposed Agreement will be tracked and monitored by the staff of the Department.

I respectfully recommend the adoption of the attached Resolution.

SA/APR/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS - 12/20/14 - JOHANN WEIRA, SECRETARY

**RESOLUTION**

Upon a communication from the Acting Commissioner of Community Mental Health, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with The Guidance Center of Westchester, Inc. ("The Guidance Center"), pursuant to which The Guidance Center will provide services for the operation and management of a leasing project of seven (7) units of housing for homeless persons with chemical dependency or co-occurring (mental health/chemical dependency) disorders, for an amount not to exceed \$134,386.00, for the period December 1, 2014 through November 30, 2015 (the "Agreement"); 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 the Governor of a proposed State Budget and/or the adoption of a 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 this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	26	538P	4380	T538	\$134,386
263	26	522P	Various	T522	\$240
263	26	522Q	Various	T522	\$2,646

Budget Funding Year(s): \_\_\_\_\_ Start Date: 12/01/14 End Date: 11/30/15  
(must match resolution)

Funding Source Tax Dollars: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
\$137,272 Federal Aid: 100%  
 (must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF SUPERVISORS & CONTRACT 11/20/2014 DONALD J. NEIRA, SECRETARY