



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

49027

DATE: October 16, 2015

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 on August 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$80,808.

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 on August 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$80,808 to be paid pursuant to an approved budget.

The proposed First Amendment is intended to be funded by a portion of the funds awarded to the County under a grant from the United States Department of Housing and Urban Development ("HUD") for such work. By a resolution approved by your Honorable Board on July 29, 2015, the County was authorized to enter into an agreement with HUD to accept the aforementioned grant, and that agreement was subsequently executed.

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.

The procurement of the proposed agreement was conducted in accordance with Section 13(b) of the County's Procurement Policy, which requires federally-funded procurements to be made in accordance with the applicable federal procurement requirements. Specifically, this procurement complied with 24 C.F.R. 85.36(d)(4)(i)(C). Notably, HUD previously adopted new procurement rules that ostensibly already superseded the above-cited provisions. However, by its "Notice of Fiscal Year (FY) 2015 Opportunity to Register and Other Important Information for Electronic Application Submission for the Continuum of Care (CoC) Program Competition", which was dated April 24, 2015 and signed by HUD's Principal Deputy Assistant Secretary for Community Planning and Development, HUD advised that the new rules only "appl[y] to the CoC Program beginning with the FY 2015 CoC Program Competition". As the Grant is from the FY 2014 CoC Program Competition, the County relied on the previous procurement rules.

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services and the Chief Information Officer, 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 on August 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$80,808 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	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	22	688Q	4380	T688	\$80,808

Budget Funding Year(s): 2015 Start Date: 08/01/15 End Date: 07/31/16
(must match resolution)

Funding Source
\$80,808
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid: 100%
Other: