

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

50672

DATE: January 22, 2016

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with Westhab, Inc., pursuant to which it will operate a Tier II Family Shelter at 17 South Second Avenue in Mount Vernon, for an amount not-to-exceed \$1,939,344, for the period from February 1, 2016 through January 31, 2017, with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter.

Authority is requested for the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will operate a Tier II Family Shelter, as defined in 18 NYCRR Part 900, (a "Tier II Shelter") at 17 South Second Avenue in Mount Vernon (the "Facility"), for an amount not-to-exceed \$1,939,344, payable pursuant to an approved budget, for the period from February 1, 2016 through January 31, 2017 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter (each an "Option Term") for the respective not-to-exceed amounts specified below and otherwise on the same terms as the Initial Term:

<u>Period</u>	<u>Not-To-Exceed Amount</u>
Option Term #1 (2/1/17 – 1/31/18)	\$1,978,131
Option Term #2 (2/1/18 – 1/31/19)	\$2,017,695
Option Term #3 (2/1/19 – 1/31/20)	\$2,058,048
Option Term #4 (2/1/20 – 1/31/21)	\$2,099,208

On December 18, 2015, the County, acting by and through the Department of Social Services ("DSS"), issued a Request for Proposals ("RFP"), which solicited proposals from vendors to provide the aforementioned services. In response to the RFP, DSS received four (4) proposals. DSS reviewed the proposals and conducted an evaluation based upon the evaluation

criteria specified in the RFP.

The result of this review and evaluation was that the proposal from Westhab received the highest score and was, accordingly, ranked first. Based on DSS's review of the proposal, DSS is satisfied that Westhab is a responsible vendor for these services.

In addition, DSS specifically analyzed the costs of Westhab's proposal in order to ensure that they were reasonable. As part of that analysis, DSS compared the calculated per-diem costs from Westhab's proposal against the per-diem rates it obtained for four (4) Tier II Shelters outside of New York City, which are located in the following counties: Orange, Rockland, Suffolk, and Albany. DSS also compared the costs from Westhab's proposal against the calculated per-diem rate from the County's Coachman Family Center, which Westhab operates as a Tier II Shelter. Based on these comparisons, and in light of the fact that Westhab's proposal had the lowest cost of any of the four proposals received in response to the RFP, DSS has found that the costs of Westhab's proposal are reasonable.

The proposed Agreement will serve a public purpose by providing the County with the services necessary to operate the Facility as a Tier II Shelter.

The goal and objective of the proposed Agreement is to provide the County with the services necessary to operate the Facility as a Tier II Shelter.

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 necessary to operate the Facility as a Tier II Shelter will ensure that the County can provide housing to eligible families, which will ultimately help ensure the health and safety of those families.

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

I respectfully recommend the adoption of the attached Resolution.

KMM/BG/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will operate a Tier II Family Shelter, as defined in 18 NYCRR Part 900, at 17 South Second Avenue in Mount Vernon, for an amount not-to-exceed \$1,939,344, payable pursuant to an approved budget, for the period from February 1, 2016 through January 31, 2017 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter (each an "Option Term") for the respective not-to-exceed amounts specified below and otherwise on the same terms as the Initial Term:

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; 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
2016	101	22	8900	5850	-----	\$1,777,732
2017	101	22	8900	5850	-----	\$161,612

Budget Funding Year(s): 2016-2017 Start Date: 02/01/16 End Date: 1/31/17
(must match resolution)

		<u>5850</u>
Funding Source	Tax Dollars:	1%
	State Aid:	0%
<u>\$1,939,344</u>	Federal Aid:	99%
(must match resolution)	Other:	

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/23/2016 - LISA MRJAL SECRETARY