



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**54547**

DATE: January 23, 2016

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into a total of two (2) agreements, pursuant to each of which a vendor will provide one (1) specified zone with an Emergency Housing Assistance Program, for a total aggregate amount not-to-exceed \$2,741,259.00 for both agreements, for the period from January 1, 2017 through December 31, 2017, with the County having the sole option to extend the term of each agreement for up to four (4) additional one (1) year periods on specified terms.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services ("DSS"), to enter into a total of two (2) agreements, as specified below, (collectively, the "Agreements") pursuant to each of which the vendor specified below will provide the zone specified below (each a "Zone") with an Emergency Housing Assistance Program, consisting of the provision of Emergency Housing Units and related housing service to customers deemed eligible for temporary housing assistance by DSS, for the not-to-exceed amount specified below, for the period from January 1, 2017 through December 31, 2017 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) additional one (1) year periods (each an "Option Term"):

<u>Vendor</u>	<u>Zone</u>	<u>Not-To-Exceed Amount</u> <u>1/1/17-12/31/17 – Initial Term</u>
1.) Community Housing Innovations, Inc. ("CHI")	Mount Vernon City School District and New Rochelle City School District	\$2,213,867.00
2.) Interfaith Council For Action, Inc. ("IFCA")	Peekskill City School District and Hendrick Hudson Central School District	\$ 527,392.00
TOTAL:		\$2,741,259.00

Under each of the Agreements, each Option Term shall be for the respective not-to-exceed amount specified below and otherwise on the same terms as the Initial Term for each of the Agreements:

Vendor	Zone	Not-To-Exceed Amounts	
		1/1/18-12/31/18	1/1/19-12/31/19
1.) CHI	Mount Vernon & New Rochelle City SDs	\$2,303,208.00	\$2,361,211.00
2.) IFCA	Peekskill City SD & Hendrick Hudson Central SD	\$ 526,694.00	\$ 540,786.00

  

Vendor	Zone	Not-To-Exceed Amounts	
		1/1/20-12/31/20	1/1/21-12/31/21
1.) CHI	Mount Vernon & New Rochelle City SDs	\$2,407,948.00	\$2,469,370.00
2.) IFCA	Peekskill City SD & Hendrick Hudson Central SD	\$ 548,688.00	\$ 564,320.00

On October 26, 2016, the County, acting by and through DSS, issued a Request for Proposals (“RFP”), which solicited proposals from vendors to provide the aforementioned services. The RFP solicited the aforementioned services for the two (2) Zones noted above, as well as for a third Zone, for the Yonkers City School District (Zone #1), for which the County is not yet prepared to seek authority to award a contract. The RFP specified that the County anticipated awarding multiple contracts based on the RFP, with the County awarding one (1) contract for each Zone.

In response to the RFP, DSS received the following number of proposals for Zone #2 and Zone #3 (as defined below):

Zone #2 - Mount Vernon City School District and New Rochelle City School District:	2
Zone #3 - Peekskill City School District and Hendrick Hudson Central School District:	1

As an initial step, DSS sought to determine why the County did not receive more proposals from additional vendors for all of the Zones. The County found that the RFP was not, for example, unduly restrictive in its specifications or insufficiently advertised. Rather, the County found that there simply is not additional competition available in the marketplace, as there is a finite number of entities that are willing and able to provide the solicited work. Notably, the County encountered the same situation in 2014, in the first RFP it issued for Emergency Housing Assistance Program services. Therefore, DSS proceeded to review the proposals it received in response to the RFP.

For Zone #3, DSS analyzed the costs in the sole proposal in order to ensure that they were reasonable. DSS has found that the costs comprising the not-to-exceed amount specified above for IFCA for Zone #3 are reasonable.

For Zone #2, the County conducted an evaluation based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that the proposal from CHI received the highest score and was, accordingly, ranked first for Zone #2. DSS also analyzed the costs in CHI’s proposal in order to ensure that they were reasonable and found that the costs

comprising each of the not-to-exceed amounts specified above for CHI are reasonable.

Based on DSS's review of the proposal from the selected vendor listed above for each Zone, DSS is satisfied that each vendor is a responsible vendor for these services.

The proposed Agreements will serve a public purpose by providing the County with an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed Agreements is to provide the County with an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed Agreements is in the best interests of the County in terms of public health and safety, as the County having an Emergency Housing Assistance Program for each Zone for customers deemed eligible for temporary housing assistance by DSS will ultimately help ensure the health and safety of such persons.

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

I respectfully recommend the adoption of the attached Resolution.

KMM/BG/bdm/njt

APPROVED BOARD OF ACQUISITION & CONTRACTS 01/26/2011 LISA M. PAJ, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Social Services (“DSS”), is hereby authorized to enter into a total of two (2) agreements, as specified below, (collectively, the “Agreements”) pursuant to each of which the vendor specified below will provide the zone specified below (each a “Zone”) with an Emergency Housing Assistance Program, consisting of the provision of Emergency Housing Units and related housing service to customers deemed eligible for temporary housing assistance by DSS, for the not-to-exceed amount specified below, for the period from January 1, 2017 through December 31, 2017 (the “Initial Term”), with the County having the sole option to extend the term for up to four (4) additional one (1) year periods (each an “Option Term”):

Vendor	Zone	Not-To-Exceed Amount	
		1/1/17-12/31/17 – Initial Term	
1.) Community Housing Innovations, Inc. (“CHI”)	Mount Vernon City School District and New Rochelle City School District	\$2,213,867.00	
2.) Interfaith Council For Action, Inc. (“IFCA”)	Peekskill City School District and Hendrick Hudson Central School District	\$ 527,392.00	
TOTAL:		\$2,741,259.00	

; and be it further

**RESOLVED**, that under each of the Agreements, each Option Term shall be for the respective not-to-exceed amount specified below and otherwise on the same terms as the Initial Term for each of the Agreements:

Vendor	Zone	Not - To - Exceed Amounts	
		1/1/18-12/31/18	1/1/19-12/31/19
		Option #1	Option #2
1.) CHI	Mount Vernon & New Rochelle City SDs	\$2,303,208.00	\$2,361,211.00
2.) IFCA	Peekskill City SD & Hendrick Hudson Central SD	\$ 526,694.00	\$ 540,786.00
		1/1/20-12/31/20	1/1/21-12/31/21
Vendor	Zone	Option #3	Option #4
1.) CHI	Mount Vernon & New Rochelle City SDs	\$2,407,948.00	\$2,469,370.00
2.) IFCA	Peekskill City SD & Hendrick Hudson Central SD	\$ 548,688.00	\$ 564,320.00

; and be it further

**RESOLVED**, that each of the Agreements is subject to County appropriations; and be it further

**RESOLVED**, that each of the Agreements 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 each of the Agreements. 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 any or all of the Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to any vendor(s) specified above, then such vendor(s) shall have the right to terminate its 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.

---

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/26/2017 - US MRJAS SECRETARY

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2017	101	22	8900	5850	-----	\$2,029,730
2017	101	22	8900	5860	-----	\$711,529

Budget Funding Year(s):2017  
(must match resolution)

Start Date: 01/01/17 End Date: 12/31/17

		<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars:	1%	71%
	State Aid:	0%	29%
<u>\$2,741,259</u>	Federal Aid	99%	
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/26/2017 - LISA MARIJA SECRETARY