

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

## 61395

DATE: February 5, 2018

TO: Board of Acquisition and Contract

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

Marguerite Beirne  
Interim Chief Information Officer, Department of Information Technology

SUBJECT: Authority to amend an agreement with Eccovia, Inc. (formerly called Client Track, Inc.), pursuant to which it was to modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System, in order to extend its term.

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By a resolution approved on November 24, 2015, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with the Client Track, Inc., pursuant to which Client Track, Inc. was to modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System ("HMIS"), including, 1.) expanding it to manage the entire system of housing and homeless services and serve as the core management information system for tracking every person and family who is homeless or needs housing in Westchester, across all systems, communities, demographics and need groups, thereby creating an HMIS record for every person and family who is homeless in Westchester, including those outside the shelter system, 2.) creating a shared database for the County's countywide Coordinated Assessment Process ("CAP"), which will house all key data elements and documents that can be accessed by multiple providers and systems, and 3.) creating additional necessary interfaces and reporting functions, (collectively, the "Services") for a term commencing on December 1, 2015 and continuing through July 31, 2016, for an amount not-to-exceed \$93,405, payable pursuant to an approved budget (the "Original Agreement"). The Original Agreement was subsequently executed. After the execution of the Original Agreement, Client Track, Inc. changed its name to Eccovia, Inc. ("Eccovia").

By a resolution approved on March 30, 2017, your Honorable Board authorized the County to amend the Original Agreement by, 1.) extending its term by one (1) year, to a new

termination date of July 31, 2017; 2.) modifying its scope of work by adding the requirement that Eccovia import into their system a list of every school district and school building in Westchester County, so that school district and school building fields in the Department of Social Services' 'Community of Origin Report' can be completed via 'drop down' menus rather than a free-fill form (the "Additional Services"); and 3.) increasing its not-to-exceed amounts by \$2,100.00, to a new amount not-to-exceed \$95,505.00, in order to pay for the Additional Services (the "First Amendment"). The First Amendment was subsequently executed.

Due to continued staffing changes and other challenges, the performance of all of the Services and Additional Services by Eccovia during the term of the Original Agreement, as amended by the First Amendment, (the "Agreement") has taken longer than anticipated.

Accordingly, the County respectfully requests authority from your Honorable Board to amend the Agreement by extending its term by one (1) year, to a new termination date of July 31, 2018 (the "Second Amendment").

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed Second Amendment will serve a public purpose by providing additional time to facilitate Eccovia's performance of all of the services necessary to help the County better track and monitor the placement and status of homeless persons in Westchester County and thereby better serve them.

The goal and objective of the proposed Second Amendment is to provide additional time to facilitate Eccovia's performance of all of the services necessary to ultimately most effectively and efficiently provide services to homeless persons in Westchester County.

The goal and objective of the proposed Second Amendment is in the best interests of the County in terms of health and welfare, as providing additional time to facilitate Eccovia's performance of the Services and Additional Services will assist the Department of Social Services and its vendors in providing homeless clients with services necessary to ensure their welfare.

The goal and objective of the proposed Second Amendment will be tracked and monitored by the staff of the Department of Social Services and the staff of the Department of Information Technology.

I respectfully recommend the adoption of the attached resolution.

KMM/CW/bdm/nn

**RESOLUTION**

Upon a communication from the Commissioner of the Department of Social Services and the Interim Chief Information Officer of the Department of Information Technology, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend its agreement with Eccovia, Inc. (formerly called Client Track, Inc.), pursuant to which Eccovia, Inc. was to modify its software, and provide related services, to meet the new needs of the County for the County's Homeless Management Information System ("HMIS"), for a term commencing on December 1, 2015 and continuing through July 31, 2017, for an amount not-to-exceed \$95,505.00, payable pursuant to an approved budget (the "Agreement"), by extending its term by one (1) year, to a new termination date of July 31, 2018; and be it further

**RESOLVED**, that except as specifically amended hereby, all terms and conditions of the Agreement shall remain in full force and effect; 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.

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Original Contract Amount:	\$93,405
First Amendment:	\$ 2,100
<u>This Amendment:</u>	<u>\$ 0.00</u>
New Total	\$95,505

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A  
(must match resolution)

Start Date: 08/01/2017

End Date: 07/31/2018

Funding Source	Tax Dollars:	N/A
<u>N/A</u>	State Aid:	N/A
(must match resolution)	Federal Aid:	N/A
	Other:	N/A