



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**64654**

DATE: July 26, 2018

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner  
Department of Social Services

Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

SUBJECT: Authority to enter into an agreement with Eccovia, Inc., pursuant to which it will provide software-as-a-service, and related professional implementation services, for the operation of the County's 'Homeless Management Information System', for an amount not-to-exceed \$198,297.08, for the period from August 1, 2018 through July 31, 2020, with the County having the sole option to extend the term for up to three (3) additional one (1) year terms thereafter, on specified terms.

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Authority is requested for the County of Westchester (the "County") to enter into an agreement with Eccovia, Inc. ("Eccovia"), pursuant to which Eccovia will provide software-as-a-service, and related professional implementation services, for the operation of the County's 'Homeless Management Information System' (the "Services"), for an amount not-to-exceed \$198,297.08, payable pursuant to an approved budget, for the period from August 1, 2018 through July 31, 2020 (the "Initial Term"), with the County having the sole option to extend the term for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except that Eccovia would provide the Services for an amount not-to-exceed \$104,527.60 for the first option term, for an amount not-to-exceed \$108,310.48 for the second option term, and for an amount not-to-exceed \$112,244.32 for the third option term (the "Agreement").

On May 18, 2018, the County, acting by and through its Department of Social Services

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("DSS"), issued a request for proposals that solicited proposals from vendors to provide the Services (the "RFP"). In response to the RFP, DSS received four (4) proposals. DSS had several individuals review these proposals and evaluate them based upon the evaluation criteria specified in the RFP. DSS had two (2) of the proposers provide clarification of, and elaboration on, their proposals via an oral presentation. The result of DSS's review and evaluation of the proposals, in light of the oral presentations, was that the proposal from Eccovia received the highest score and was, accordingly, ranked first. DSS conducted an analysis of the cost proposal from Eccovia and found that it is reasonable. Based on DSS's review of the proposal from Eccovia and its past performance under other contracts with the County, DSS is satisfied that it is a responsible vendor for the Services.

The proposed Agreement will serve a public purpose by providing the County with the Services, which will enable the County to comply with the requirement that it use a 'Homeless Management Information System' ("HMIS").

The goal and objective of the proposed Agreement is to provide the County with the Services, which will enable the County to comply with the requirement that it use an HMIS.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and safety, as the County to using an HMIS is anticipated to ultimately help ensure the health and safety of homeless persons within the Westchester County.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached resolution.

KMM/PQ/CW/bdm/nm

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Eccovia, Inc. ("Eccovia"), pursuant to which Eccovia will provide software-as-a-service, and related professional implementation services, for the operation of the County's 'Homeless Management Information System' (the "Services"), for an amount not-to-exceed \$198,297.08, payable pursuant to an approved budget, for the period from August 1, 2018 through July 31, 2020 (the "Initial Term"), with the County having the sole option to extend the term for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except that Eccovia would provide the Services for an amount not-to-exceed \$104,527.60 for the first option term, for an amount not-to-exceed \$108,310.48 for the second option term, and for an amount not-to-exceed \$112,244.32 for the third option term (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.

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Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	929T	4380	T929	\$97,401.40,
263	22	929U	4380	T929	\$100,895.68

Budget Funding Year(s): 2018  
(must match resolution)

Start Date: 08/01/18

End Date: 07/31/20

Funding Source  
\$198,297.08  
(must match resolution)

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

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