



George Latimer  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

**66595**

**DATE:** December 10, 2018

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire, Commissioner  
Department of Social Services

**SUBJECT:** Authority for the County to amend its agreement with Hope's Door, Inc., to operate a special needs shelter at a facility known as Hope's Door Shelter for women and their minor children who are victims of domestic violence and residing in the County of Westchester, by a.) extending the term by three (3) months to a new termination date of March 31, 2019, and b.) increasing the not-to-exceed amount by \$141,043.75, to pay for services rendered during the extended term.

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By a resolution approved on March 6, 2014, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with Hope's Door, Inc. ("Hope's Door"), pursuant to which Hope's Door would operate a special needs shelter at a facility known as Hope's Door Shelter for women and their minor children who are victims of domestic violence and residing in the County of Westchester for the period from January 1, 2014 through December 31, 2018 for an amount not to exceed \$2,820,875 to be paid monthly pursuant to an approved budget and subject to appropriation at the rate of \$112.22 per person per day (the "Agreement"). The Agreement was subsequently executed.

The County recently finalized a re-design of its housing programs to meet the current needs of the public. Because the re-design was only just completed, the County was not able to conduct a competitive procurement for a new contract to operate its domestic violence shelters in a timely manner. Since the current contract with Hope's Door expires at the end of the year, and since these services are critical to maintaining the safety and security of domestic violence victims, it will be necessary to extend the Agreement with Hope's Door for an additional three

(3) month period to give the Department sufficient time to prepare and issue a new RFP.

Accordingly, authority is respectfully requested to amend the Agreement with Hope's Door for the operation of the special needs shelter at a facility known as Hope's Door Shelter, by, a.) extending the term thereof by three (3) months, to a new termination date of March 31, 2019, and b.) increasing the not-to-exceed amount thereunder by \$141,043.75, to a new total amount not to exceed of \$2,961,918.75, to pay for services to be rendered during the extended term (the "Amendment").

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

The proposed Amendment will serve a **public purpose** by assisting the County to provide immediate emergency shelter to eligible victims of domestic violence and their minor children.

The **goals and objectives** of the proposed Amendment are:

- 1) to provide a safe environment to women and their minor children experiencing domestic violence
- 2) to provide on-site counseling services and support services
- 3) to increase responsiveness of the criminal justice system to the needs of battered women and their minor children by offering legal services, advocacy and accompaniment services for Court hearings and visits to the District Attorney's Office.

The **goals and objectives will be tracked and monitored** using the performance measurement indicators developed by the Department and approved by the County Budget Office. The contractor is required to submit to the Department monthly and quarterly statistical reports on all activities related to the program.

This procurement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xi) thereof, which exempts "any procurement made pursuant to procurement procedures provided for under any other federal or state law applicable to such procurement", and Section 13 thereof, which specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. Specifically, this procurement complies with 2 C.F.R. 200.320(f)(2), which allows for non-competitive procurement when "[t]he public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation", based on the exigent circumstance that would be created by the County being without the Services, as noted above.

I respectfully recommend approval of the attached resolution.

KMM/PQ/jpg/nn

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to amend its agreement with Hope's Door, Inc. ("Hope's Door"), to operate a special needs shelter at a facility known as Hope's Door Shelter for women and their minor children who are victims of domestic violence and residing in the County of Westchester, for the period from January 1, 2014 through December 31, 2018 for an amount not to exceed \$2,820,875 to be paid monthly pursuant to an approved budget and subject to appropriation at the rate of \$112.22 per person per day (the "Agreement") by, a.) extending the term thereof by three (3) months, to a new termination date of March 31, 2019, and b.) increasing the not-to-exceed amount by \$141,043.75, to a new total amount not to exceed of \$2,961,918.75, to pay for services to be rendered during the extended term; 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.

Original Contract Amount: \$2,820,875  
 This Amendment: **\$141,043.75**  
 Total: \$2,961,918.75

Account to be  
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5850	-----	\$141,043.75

Budget Funding Year(s): 2019                      Start Date: 01/01/2019    End Date: 03/31/2019  
 (must match resolution)

Funding Source                      Tax Dollars: 1%  
    State Aid: 0%  
\$141,043.75                      Federal Aid: 99%  
 (must match resolution)            Other: