



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

68514

DATE: March 15, 2019

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with Providence House, Inc., pursuant to which it will furnish services to provide and operate a facility at 89 Sickles Avenue in New Rochelle that will provide temporary assistance shelter for single, homeless females who are 18 to 40 years old and who are pregnant and/or with a child who is 0 to 9 years old, and to provide, or make referrals to, related services for such persons, for a total amount not-to-exceed \$659,282.00 for the period from April 1, 2019 through March 31, 2020, with the County having the sole option to extend the term of the agreement 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 Providence House, Inc. ("Providence House"), pursuant to which Providence House will furnish services to provide and operate a facility at 89 Sickles Avenue in New Rochelle that will provide temporary assistance shelter for single, homeless females who are 18 to 40 years old and who are pregnant and/or with a child who is 0 to 9 years old (the "Target Population"), and to provide, or make referrals to, related services for such persons, (collectively, the "Services") for an amount not-to-exceed \$659,282.00 for the period from April 1, 2019 through March 31, 2020 (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter on the same terms as the Initial Term (each an "Option Term"), except that the following respective not-to-exceed amounts will apply to each Option Term:

<u>Term</u>	<u>Not-To-Exceed Amount</u>
1.) Option Term #1 (4/1/20 - 3/31/21)	\$683,908.00
2.) Option Term #2 (4/1/21 - 3/31/22)	\$702,800.00
3.) Option Term #3 (4/1/22 - 3/31/23)	\$722,227.00

4.) Option Term #4 (4/1/23 - 3/31/24) \$742,203.00

On February 14, 2019, the County, acting by and through the Department of Social Services (the "Department"), issued a request for proposals that solicited proposals from vendors to provide the Services (the "RFP"). In response to the RFP, the Department received one (1) proposal. The Department had several individuals review the proposal from Providence House and evaluate it based upon the evaluation criteria specified in the RFP. The Department conducted an analysis of the cost proposal from Providence House and found that it is reasonable. Based on the Department's review of the proposal from Providence House and its past performance under other contracts with the County, the Department is satisfied that it is a responsible vendor for these services.

The last time the Department issued a request for proposals for similar services, the County also received only one (1) proposal, from Providence House. During the current RFP process, the County received a preliminary inquiry from another entity, but that entity declined to submit a proposal. Accordingly, the County has determined that, after the above-described solicitation of a number of sources via the RFP, and in light of the same single-proposal outcome of the previous similar request for proposals, competition for the Services is inadequate. Therefore, pursuant to 2 C.F.R. 200.320(f)(4) and Section 13 of the Procurement Policy, the County can proceed with the proposed Agreement despite receiving only one (1) proposal in response to the RFP.

The proposed Agreement will serve a public purpose by providing the County with the Services that will allow the County to help ensure that the Target Population has access to adequate temporary assistance shelter and related services.

The goal and objective of the proposed Agreement is to provide the County the Services that will allow the County to help ensure that the Target Population has access to adequate temporary assistance shelter and related services.

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 receiving the Services, and thereby helping ensure that the Target Population has access to adequate temporary assistance shelter and related services, will ultimately help ensure the health and safety of such persons.

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

I respectfully recommend the adoption of the attached Resolution.

KMM/MC/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 Providence House, Inc (“Providence House”), pursuant to which Providence House will furnish services to provide and operate a facility at 89 Sickles Avenue in New Rochelle that will provide temporary assistance shelter for single, homeless females who are 18 to 40 years old and who are pregnant and/or with a child who is 0 to 9 years old (the “Target Population”), and to provide, or make referrals to, related services for such persons, for an amount not-to-exceed \$659,282.00 for the period from April 1, 2019 through March 31, 2020 (the “Initial Term”), with the County having the sole option to extend the term for up to four (4) one (1) year periods thereafter on the same terms as the Initial Term (each an “Option Term”), except that the following respective not-to-exceed amounts will apply to each Option Term:

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4.) Option Term #4 (4/1/23 - 3/31/24)	\$742,203.00

; 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
2019	101	22	8900	5850	-----	\$494,462
2020	101	22	8900	5850	-----	\$164,820

Budget Funding Year(s): 2019-20 Start Date: 04/01/19 End Date: 03/31/20
 (must match resolution)

Funding Source Tax Dollars: 1%
 State Aid: 0%
\$659,282.00 Federal Aid: 99%
 (must match resolution) Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2019 - LISA MRUJAJ, SECRETARY