

68870

DATE: March 29, 2019

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner

RE: **Resolution to exempt from the application of the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof the procurement of an agreement with Program Design and Development, LLC (“PD&D”) pursuant to which PD&D will assist the County in completing its Homeless Services Outcomes Reports as required by the New York State Office of Temporary and Disability Assistance (“OTDA”).**

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy the procurement of a “short form” contract between the County of Westchester (“County”) and Program Design and Development, LLC (PD&D) (the “Agreement”), pursuant to which PD&D will assist the County in completing its Homeless Services Outcomes Reports as required by OTDA, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy, as it is in the best interest of the County. In consideration for services rendered, the County will pay PD&D an amount not-to-exceed \$13,000.00.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit oral or written quotations from no fewer than three persons customarily providing the required services. However, on January 15th, 2019, the Westchester County Department of Social Service (“DSS”) received an Administrative Directive from OTDA to complete research, generate reports and submit reports to OTDA regarding DSS customers who receive emergency and temporary assistance. As per the Administrative Directive, the first set of reports were due on March 29, 2019 with a second and third set due by 4/15/19 and 6/28/19 respectively. In order to complete the project within the timeframe allotted, DSS needed the immediate assistance of an outside vender and did not have time to comply with Section 5(a) of the County Procurement Policy. Accordingly, DSS selected PD&D to complete the work based on their knowledge and experience working with OTDA.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy is not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County

would be served by exempting the procurement of this Agreement from the County Procurement Policy. Accordingly, a Resolution is hereby submitted for your Honorable Board's consideration.

KMM/CW/jpg

Att:

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/11/2019 - LISA MRIJAJ, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a) xxi of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with PD&D, pursuant to which PD&D will assist the County's Department of Social Services in completing its Homeless Services Outcomes Reports as directed by the New York State Office of Temporary and Disability Assistance.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/11/2019 - LISAMIRAJ, SECRETARY