

[77216]

DATE: June 05, 2020

TO: Board of Acquisition and Contract

FROM: Michael Orth, M.S.W.,  
Commissioner, Department of Community Mental Health

SUBJECT: Authority to enter into:

- 1) a grant agreement with the United States Department of Housing and Urban Development to accept a grant in the amount of \$192,000.00 for services regarding the County's Continuum of Care, for a term from June 1, 2020 through May 31, 2021; and
- 2) an agreement with Program Design and Development, LLC, pursuant to which it will provide various services regarding the County's Continuum of Care, for an amount not-to-exceed \$152,000.00, for a term from June 1, 2020 through May 31, 2021.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into a grant agreement with the United States Department of Housing and Urban Development ("HUD"), pursuant to which the County will accept from HUD a grant (the "Grant") in the amount of \$192,000.00 for services regarding the County's Continuum of Care (the "Services"), for a term from June 1, 2020 through May 31, 2021 (the "Grant Agreement").

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Authority is also respectfully requested from your Honorable Board for the County to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will provide the Services, for an amount not-to-exceed \$152,000.00, pursuant to an approved budget, for a term from June 1, 2020 through May 31, 2021 (the "PD&D Agreement"). The PD&D Agreement will be funded by the funds to be received by the County under the Grant Agreement.

On May 12, 2020, the County, acting by and through its Department of Community Mental Health (“DCMH”), issued a request for proposals that solicited proposals from vendors to provide the Services (the “RFP”). In response to the RFP, DCMH received one (1) proposal. DCMH had several individuals review the proposal from PD&D and evaluate it based upon the evaluation criteria specified in the RFP. DCMH conducted an analysis of the cost proposal from PD&D and found that it is reasonable. Based on DCMH’s review of the proposal from PD&D, DCMH is satisfied that it is a responsible vendor for these services.

DCMH issued requests for proposals for similar planning-type services in 2017, 2018 and 2019. In each past instance, even when other prospective proposers have made preliminary inquiries, only PD&D has submitted 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 past similar requests 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 Grant Agreement will serve a public purpose by providing the County with Federal funds for the Services. The proposed PD&D Agreement will serve a public purpose by providing the Services funded by the Grant.

The goal and objective of the proposed Grant Agreement is to provide the County with Federal funds for the Services. The goal and objective of the proposed PD&D Agreement is to provide the County with the Services funded by the Grant.

The goal and objective of the proposed Grant Agreement is in the best interests of the County in terms of fiscal responsibility, as it will make available to the County federal funds for the aforementioned Services. The goal and objective of the proposed PD&D Agreement is in the best interests of the County in terms of health, as it will provide the aforementioned Grant-funded Services that will improve the County’s Continuum of Care.

The goals and objectives of the proposed agreements will be tracked and monitored by the Department of Community Mental Health.

I respectfully recommend the adoption of the attached Resolution.

MH/TP/

**RESOLUTION**

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

**RESOLVED**, that the County of Westchester (“County”) is hereby authorized to enter into a grant agreement with the United States Department of Housing and Urban Development (“HUD”), pursuant to which the County will accept from HUD a grant in the amount of \$192,000.00 for services regarding the County’s Continuum of Care (the “Services”), for a term from June 1, 2020 through May 31, 2021; and be it further

**RESOLVED**, that the County is hereby authorized to enter into an agreement with Program Design and Development, LLC (“PD&D”), pursuant to which PD&D will provide the Services, for an amount not-to-exceed \$152,000:00, pursuant to an approved budget, for a term from June 1, 2020 through May 31, 2021 (the “PD&D Agreement”); and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

	<b>Fund</b>	<b>Dept</b>	<b>Unit</b>	<b>Object/ Sub Object/</b>	<b>Trust Account</b>	<b>Activity</b>	<b>Dollars</b>
	263	26	536V	9852	T536	4000	192,000
	263	26	536V	4380	T536	4000	152,000
2020	101	26	2000	9818		4000	23,333
2021	101	26	2000	9818		4000	16,667
2020	101	26	2000	Various		4000	23,333
2021	101	26	2000	Various		4000	16,667

Budget Funding Year(s)   1   Start Date: June 1, 2020 End Date: May 31, 2021  
(must match resolution)

Funding Source:	Tax Dollars:	_____
	State Aid:	_____
	Federal Aid:	<u>\$192,000.00</u>
<u>\$192,000.00</u>	Other:	_____

(must match resolution)