

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

77706

**Date:** June 12, 2020

**To:** Board of Acquisition and Contract

**From:** Kevin M. McGuire, Commissioner  
Department of Social Services

**Subject:** Authority to exercise the third (3<sup>rd</sup>) of five (5) options under an agreement with West-H.E.L.P., Inc. dated August 25, 2017, for the operation of the Mount Vernon West-H.E.L.P. Family Shelter, for the period from July 1, 2017 through June 30, 2018, in an amount not-to-exceed \$2,764,523.00, by extending the term thereof for the period from July 1, 2020 through June 30, 2021 for an amount not-to-exceed \$2,951,421.00, pursuant to an approved budget.

By resolution approved on August 10, 2017, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement (the "Agreement") with West-H.E.L.P., Inc. ("West-H.E.L.P."), pursuant to which West-H.E.L.P. would operate the Mount Vernon West-H.E.L.P. Family Shelter located at 240 Franklin Avenue, Mount Vernon, New York, as a Tier II Shelter for Families, as defined in 18 NYCRR Part 900 (a "Tier II Shelter"), for an amount not-to-exceed \$2,764,523.00, for the period from July 1, 2017 through June 30, 2018 (the "Initial Term"), with the County having the sole option to extend the term of the Agreement for up to five (5) additional one (1) year terms (each an "Option Term") for the respective not-to-exceed amounts specified below and otherwise on the same terms as the Initial Term:

<u>Period</u>	<u>Not-To-Exceed Amount</u>
Option Term #1 (7/1/18 – 6/30/19)	\$2,824,990.00
Option Term #2 (7/1/19 – 6/30/20)	\$2,887,271.00
Option Term #3 (7/1/20 – 6/30/21)	\$2,951,421.00
Option Term #4 (7/1/21 – 6/30/22)	\$3,017,495.00
Option Term #5 (7/1/22 – 6/30/23)	\$3,085,551.00

The Agreement was subsequently executed.

Thereafter, by resolution approved on July 26, 2018, your Honorable Board authorized the County to exercise the first Option Term, for the period from July 1, 2018 through June 30, 2019, for an amount not-to-exceed \$2,824,990.00, pursuant to an approved budget (the "First Amendment"). The First Amendment was subsequently executed.

Thereafter, by resolution approved on July 11, 2019, your Honorable Board authorized the County to exercise the second Option Term, for the period from July 1, 2019 through June 30, 2020, for an amount not-to-exceed \$2,887,271.00, pursuant to an approved budget (the "Second Amendment"). . The Second Amendment was subsequently executed.

The County now desires to exercise the third (3<sup>rd</sup>) of its five (5) renewal options under the Agreement. Accordingly, authority is hereby requested for the County to exercise the third (3<sup>rd</sup>) Option Term by extending the term of the Agreement for the period from July 1, 2020 through June 30, 2021, for an amount not-to-exceed \$2,951,421.00, pursuant to an approved budget.

The County previously complied with the Westchester County Procurement Policy. On March 24, 2017, the Department issued a Request for Proposals ("RFP") to solicit qualified vendors to provide a Tier II Family Shelter facility in Mount Vernon, New York as well as manage and provide support services to homeless families residing at the facility. The RFP was posted on the County's RFP Website. In addition, the RFP was posted in the Westchester, Rockland and Putnam Editions of The Journal News every day from March 24–April 22. Also, an email publicizing the issuance of this RFP was sent to all current vendors associated with temporary housing. Despite these efforts, the Department received only one (1) proposal which was submitted by West-H.E.L.P. The proposal was reviewed by the Department with reference to the evaluation criteria set forth in the RFP. After careful consideration and despite being the only proposal submitted, it was determined that it would be in the best interest of the County to award the contract to West-H.E.L.P. because West-H.E.L.P.'s proposal not only met but exceeded the specifications outlined in the scope of work.

In addition, in order to comply with the Federal Common Grant Rules, the Department specifically analyzed the costs in West-H.E.L.P.'s proposal in order to ensure that they were reasonable. As part of that analysis, the Department conducted a market analysis of eight (8) Tier II Shelters located outside of New York City, which are located in the following counties: Orange, Rockland, Suffolk, and Albany. Although West-H.E.L.P. is the only Tier II Family Shelter that has a rental expense, even with the rental expense included, the per diem rate is only 14% above the mean and third most expensive of the eight Tier II shelters analyzed. Notably, without the rental and capital improvement expenses, West-H.E.L.P.'s proposed per diem is 9% *less than* the mean and the fourth most expensive of the eight Tier II Shelters in Upstate NY. Accordingly, the Department's analysis found that the costs comprising the not-to-exceed amounts specified above are reasonable.

Except as specifically amended hereby, all remaining terms and conditions set forth in the Agreement, as amended, shall remain in full force and effect.

The services to be provided pursuant to the proposed amendment **serve a public purpose** by assisting the County in providing services and housing to the eligible homeless population. These services are aimed at improving the quality of life of the homeless population in the County by assisting the population served in achieving a successful transition from welfare to self-sufficiency.

The **goals and objectives** of the proposed amendment are to provide 24- hour supervision, shelter to homeless residents: supportive services to include family and group counseling, family mental health assessment, daycare services, assistance in finding permanent housing and casework services.

The goals and objectives of this program are in **the best interests of the County in terms of public health and public safety** as they are aimed at enhancing and ensuring the health and safety of the targeted population. The program enhances and ensures safety by providing 24-hour supervision and

housing. This program creates a safe haven for the targeted population. Providing appropriate shelter for Westchester's homeless population will reduce the risk of their becoming victims of crime and developing general health related issues that result from not having shelter.

The goals and objectives are in the County's **best interests in terms of fiscal responsibility** as the services provided assist the targeted population with finding permanent housing, thereby decreasing the cost associated with providing emergency housing.

**The goals and objectives will be tracked and monitored** through performance measurement indicators developed by the Department and approved by the County Budget Office. The tracking and monitoring measures include the submission of monthly statistics and quarterly reports as well as through direct contact with the Department's staff in order to swiftly address any impediments to the program's successes.

Accordingly, the County of Westchester is hereby requesting permission to exercise its third (3<sup>rd</sup>) option under its agreement with West-H.E.L.P., Inc. for the aforesaid purpose.

A resolution requesting the same is attached for your Honorable Board's approval.

KMM/BG/JPG  
Attachment

# 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 amend its agreement with West-H.E.L.P., Inc., dated August 25, 2017, pursuant to which West-H.E.L.P., Inc. agreed to operate the Mount Vernon West-H.E.L.P. Family Shelter, for the period from July 1, 2017 through June 30, 2018, in an amount not-to-exceed \$2,764,523.00 (the "Agreement"), which Agreement was amended in order for the County to exercise the first (1<sup>st</sup>) of its five (5) options under the Agreement, for the period from July 1, 2018 through June 30, 2019, for an for an amount not-to-exceed \$2,824,990.00 pursuant to an approved budget, which Agreement was further amended in order for the County to exercise the second (2<sup>nd</sup>) of its five (5) options under the Agreement, for the period from July 1, 2019 through June 30, 2020, for an for an amount not-to-exceed \$2,887,271.00 pursuant to an approved budget, in order to exercise the third (3<sup>rd</sup>) of its five (5) options and extend the term thereof for the period from July 1, 2020 through June 30, 2021 for an amount not-to-exceed \$2,951,421.00, pursuant to an approved budget; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; and be it further

**RESOLVED**, that the County Executive or his authorized designee is empowered to execute any document necessary to implement this Resolution.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2020	101	22	8900	5850		\$977,160
2020	101	22	8900	5860		\$498,551
2021	101	22	8900	5850		\$977,160
2021	101	22	8900	5860		\$498,550

Budget Funding Year(s) 2019-2020  
(must match resolution)

Start Date: 07/01/20 End Date: 06/30/21

		<u>5850</u>	<u>5860</u>	
Funding Source	Tax Dollars:	1%	71%	
	State Aid:	0%	29%	
	Federal Aid:	99%	0%	
	Other:			
<b><u>\$2,951,421.00</u></b>				
(must match resolution)				