



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

## Onbase 82016

**DATE:** January 11, 2021

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Authority to enter into an agreement with Westhab, Inc., pursuant to which it will operate an emergency shelter in Mount Vernon, New York, as a Tier II Family Shelter, for the period from February 1, 2021 through January 31, 2023, with the County having the sole option to extend the term of the agreement for up to three (3) additional one (1) year periods thereafter.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department" or "DSS"), to enter into an agreement (the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will operate an emergency shelter for families in need of immediate housing, located in Mount Vernon, New York (the "Vernon Plaza Shelter"), as a Tier II Shelter for Families, as defined in 18 NYCRR Part 900, (a "Tier II Shelter"), for the period from February 1, 2021 through January 31, 2023 (the "Initial Term"), with the County having the sole option to extend the term of the Agreement for up to three (3) additional one (1) year periods thereafter (each an "Option Term"). The not-to-exceed amounts for the Initial term and the Options Terms are specified below:

<u>Period</u>	<u>Not-To-Exceed Amount</u>
Initial Term – Year #1 (02/01/21 – 01/31/22)	\$1,900,913.00
Initial Term – Year #2 (02/01/22 – 01/31/23)	\$1,938,931.00
Option Term #1 (02/01/23 – 01/31/24)	\$1,977,710.00
Option Term #2 (02/01/24 – 01/31/25)	\$2,017,264.00
Option Term #3 (02/01/25 – 01/31/26)	\$2,057,609.00

In accordance with Section 6 of the County's Procurement Policy and Procedures, the County conducted a request for proposal ("RFP") process. On October 1, 2020, the County

issued an RFP that solicited proposals from vendors to provide the aforementioned services. In response to the RFP, DSS received four (4) proposals from the following entities: (1) YWCA of Yonkers ; (2) Westhab; (3) Westchester Community Opportunity Program, Inc.; and (4) Echelon Society. DSS had several individuals review the four (4) proposals and evaluate them based upon the evaluation criteria specified in the RFP.

Based on DSS's review of the four (4) proposals, DSS determined that Westhab provided the most advantageous proposal to the Department. In addition, Westhab is uniquely suited to operate the Vernon Plaza Shelter, since Westhab has the most history with the building, and with operating Tier II shelters in Westchester County for thirty (30) years. Moreover, Westhab's performance under previous contracts with the County has also been found satisfactory.

The proposed Agreement will serve a public purpose by providing the County with the services necessary to operate the Vernon Plaza Shelter as a Tier II Shelter.

The goal and objective of the proposed Agreement is to provide the County with the services necessary to operate the Vernon Plaza Shelter as a Tier II Shelter.

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 having the services necessary to operate the Vernon Plaza Shelter as a Tier II Shelter will ensure that the Vernon Plaza Shelter can provide housing to eligible families, which will ultimately help ensure the health and safety of those families.

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/DK/cmc

**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 Westhab, Inc. (“Westhab”), pursuant to which Westhab will operate an emergency shelter in Mount Vernon, New York, as a Tier II Shelter for Families, as defined in 18 NYCRR Part 900, for the period from February 1, 2021 through January 31, 2023 (the “Initial Term”), with the County having the sole option to extend the term of the Agreement for up to three (3) additional one (1) year periods thereafter (each an “Option Term”), for the respective not-to-exceed amounts specified below:

<u>Period</u>	<u>Not-To-Exceed Amount</u>
Initial Term – Year #1 (02/01/21 – 01/31/22)	\$1,900,913.00
Initial Term – Year #2 (02/01/22 – 01/31/23)	\$1,938,931.00
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Option Term #3 (02/01/25 – 01/31/26)	\$2,057,609.00

; 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 Westhab, then Westhab 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.

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Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2021	101	22	8900	5850	---	\$1,742,504
2022	101	22	8900	5850	---	\$1,935,763
2023	101	22	8900	5850	---	\$ 161,577

Budget Funding Year(s):2021-23  
(must match resolution)

Start Date: 02/01/21

End Date: 01/31/23

Funding Source  
\$3,839,844  
(must match resolution)

Tax Dollars: 1%  
State Aid:  
Federal Aid: 99%  
Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 2/11/2021 - JOAN COCCARDI, SECRETARY