

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

[94335]

DATE: June 28, 2022

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

SUBJECT: Authority to enter into an agreement with D. Gore Consulting, LLC pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County's Homeless Management Information System, for the period from August 1, 2022 through July 31, 2023 for an amount not-to-exceed \$132,400.00, based upon a cost of \$10,950.00 per month, plus an additional \$4,000 for miscellaneous additional work, if needed.

Authority is requested for the County of Westchester (the "County") to enter into an agreement with D. Gore Consulting, LLC ("Mr. Gore"), pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County's Homeless Management Information System ("HMIS"), for the period from August 1, 2022 through July 31, 2023 for an amount not-to-exceed \$132,400.00, based upon a cost of \$10,700.00 per month, plus an additional \$4,000 for miscellaneous additional work, if needed.

The proposed agreement will be funded by a portion of the funds awarded to the County under a grant from the United States Department of Housing and Urban Development ("HUD") for such work.

On April 4, 2022, the County, acting by and through its Department of Social Services (the "Department"), issued a Request for Proposals ("RFP") seeking qualified vendors to provide HMIS consulting services. In addition to posting the RFP on the County's website, the Department notified prospective proposers of its solicitation by email. Despite these efforts, only one (1) proposal was received in response to the RFP, that being from the incumbent vendor, Mr. Gore. The Department reviewed Mr. Gore's proposal with reference to the evaluation criteria set forth in the RFP. Although it was the only proposal submitted, Mr. Gore's proposal met or exceeded the requirements set forth in the RFP. Moreover, his price proposal is just slightly higher than the County has been paying him under his existing contract. Based on Mr. Gore's excellent past performance in providing HMIS consulting services to the County coupled with his reasonable price proposal, the Department seeks to award the contract to him.

The proposed agreement will serve a public purpose by providing the County with the services it needs to have its Continuum of Care's HUD-mandated HMIS operated, managed, and coordinated properly.

The goal and objective of the proposed agreement is to provide the County with the services it needs to have its Continuum of Care's HUD-mandated HMIS operated, managed, and coordinated properly.

The goal and objective of the proposed agreement is in the best interests of the County in terms of both safety, security and health, as the County having an HMIS that is operated, managed, and coordinated properly is essential to the County providing the homeless population with the services they need to ensure their health and safety.

The goals and objectives 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/CW/jpg/nn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/21/2022 - RAYMOND SCULKY, SECRETARY

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 with D. Gore Consulting, LLC (“Mr. Gore”), pursuant to which Mr. Gore will provide consulting services for the operation, management, and coordination of the County’s Homeless Management Information System (“HMIS”), for the period from August 1, 2022 through July 31, 2023 for an amount not to exceed \$132,400, based upon a cost of \$10,700 per month, plus an additional \$4,000 for miscellaneous additional work, if needed (the “Agreement”); 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
263	22	929X	4380	T929	\$132,400

Budget Funding Year(s): 2022-2023 Start Date: 08/01/22 End Date: 07/31/23
(must match resolution)

Funding Source	Tax Dollars:
<u>\$132,400</u>	State Aid:
(must match resolution)	Federal Aid: 100%
	Other: