



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**[94642]**

DATE: July 7, 2022

TO: Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to enter into an agreement with My Sisters' Place, Inc., pursuant to which it will provide the services of a domestic violence counselor, for an amount not-to-exceed \$56,690.00, for the period from August 1, 2022 through July 31, 2023.

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Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with My Sisters' Place, Inc. ("MSP"), pursuant to which MSP will provide the services of a domestic violence counselor (the "Services"), for an amount not-to-exceed \$56,690.00, payable pursuant to an approved budget, for the period from August 1, 2022 through July 31, 2023 (the "Agreement").

By a resolution approved on May 12, 2022, your Honorable Board authorized the County to enter into an agreement with the United States Department of Housing and Urban Development ("HUD") in order to, among other things, accept HUD Grant Number NY1237D2T042103 (the "Grant Agreement"). The Grant Agreement requires that the County provide a 'match' for the HUD grant funds. The County's 'match' is intended to be provided through the County's funding of certain work, including the Services. Accordingly, the proposed Agreement will partially fulfill the required County 'match'.

In accordance with Section 5 of the County's Procurement Policy and Procedures (the "Procurement Policy"), the Department solicited quotations for the Services. The quotation from MSP was the second-lowest, in an amount that is \$4,690.00 higher than that of the lower offeror. In accordance with Section 5(c) of the Procurement Policy, the County considered the quotations offered and evaluated each offeror's qualifications and experience. The Department determined that the offer from MSP would provide the County with the highest quality services at the lowest

possible cost for such quality services under the circumstances. The Department made that determination by considering the experience and resources of MSP and those of the lower offeror. MSP has vast experience and resources concerning the Services and in serving those experiencing domestic violence, including those who are homeless or facing homelessness. The lower offeror is a newer program that is still building experience and resources. Accordingly, the Department determined that MSP's offer was the most advantageous offer, and that the selection of MSP furthers the purposes of the Procurement Policy.

As noted above, the proposed Agreement will partially fulfill the required County 'match' by using certain non-Federal funds. However, the proposed Agreement will also include Federal funds, in addition to the County 'match' funds. Due to the involvement of Federal funds in this procurement, Section 13 of the Procurement Policy also applies. In this procurement, the County's compliance with Section 5 of the Procurement Policy also complies with Section 13 of the Procurement Policy, in that it complies with the applicable Federal procurement rules in 2 C.F.R. 200.320(a).

The proposed Agreement will serve a public purpose by providing for the provision of the services of a domestic violence counselor and, in so doing, partially fulfilling the County's 'match' obligation under the Grant Agreement.

The goal and objective of the proposed Agreement is to provide for the provision of the services of a domestic violence counselor and, in so doing, partially fulfilling the County's 'match' obligation under the Grant Agreement.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of public health and safety, as providing for the provision of the services of a domestic violence counselor will ultimately help ensure the health and safety of such persons. The goal and objective of the proposed Agreement is also in the best interests of the County in terms of fiscal responsibility, as County working to meet its 'match' requirement facilitates the County's receipt of HUD funds under the Grant Agreement.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached resolution.

LGT/CW/bdm/nn

## 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 My Sisters' Place, Inc. ("MSP"), pursuant to which MSP will provide the services of a domestic violence counselor, for an amount not-to-exceed \$56,690.00, payable pursuant to an approved budget, for the period from August 1, 2022 through July 31, 2023 (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.

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APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
RAYMOND SCUKKY, SECRETARY

**1. Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2022	101	22	8900	5860		\$11,029.17
2023	101	22	8900	5860		\$15,440.83
	263	22	929X	4380	T929	\$30,220

**2. Budget Funding Year(s):** 2022-2023 \_\_\_\_\_

Start Date: Various End Date: Various  
(must match resolution)

**3. Funding Source:**

Federal	100%	CFDA#(s)	14.267		
State	29%	State ID#(s)			
Operating/ Tax Levy	71%				
Capital	%				

**4. Total NTE:** \_\_\_\$56,690\_\_\_\_\_

(must match resolution)

APPROVED BOARD OF ACQUISITION  
DATE - 09/04/2022 - RAYMOND SCUKY, SECRETARY