



George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

[90147]

DATE: January 12, 2022

TO: Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to amend the pending, authorized agreement with Westchester Community Opportunity Program, Inc., pursuant to which it is to operate housing that is provided by the County for the purpose of general isolation housing related to COVID-19, by, a.) amending its scope of work by increasing the maximum number of clients from twenty (20) to thirty-five (35), effective January 13, 2022, b.) increasing its not-to-exceed amount by \$59,208.00 for its three-month initial term, and by \$19,736.00 for each of its one-month option terms that the County may exercise, to enable the County to pay for services for the increased maximum number of clients, and c.) modifying the budget for the initial term and each option term in order to allocate the additional funds.

By a resolution approved on January 6, 2022, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP is to operate housing that is provided by the County for the purpose of general isolation housing related to COVID-19 (each such housed person a "Client"), including, but not necessarily limited to, transportation of each Client to and from the County-provided housing, providing three (3) meals per day per Client, providing security for the housing, and providing cleaning, housekeeping, laundry, nursing, and case management services for each Client, (the "Services") for the period from January 6, 2022 through March 31, 2022, (the "Initial Term") for an amount not-to-exceed \$281,292.00, payable pursuant to an approved budget, for 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) month periods on the same terms as the Initial Term.

Execution of the authorized Agreement is currently pending. However, the County is currently aware that it will require additional Services, based upon its intended leasing of additional hotel rooms for general isolation housing, which will increase the maximum number of Clients from twenty (20) to thirty-five (35), effective January 13, 2022, and is the subject of a separate resolution submitted to your Honorable Board.

Accordingly, the County respectfully requests authority from your Honorable Board to amend the pending, authorized Agreement, once it is executed, by, a.) amending its scope of work by increasing the maximum number of clients from twenty (20) to thirty-five (35), effective January 13, 2022, and continuing through the remainder of the Initial Term and each Option Term that the County may exercise, b.) increasing its not-to-exceed amount by \$59,208.00 for the Initial Term, and by \$19,736.00 for each Option Term that the County may exercise, to enable the County to pay for Services for the increased maximum number of Clients, and c.) modifying the budget for the Initial Term and each Option Term in order to allocate the additional funds (the "Amendment").

The proposed Amendment will serve a public purpose by providing the County with the additional services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19 for up to fifteen (15) additional Clients.

The goal and objective of the proposed Amendment is to provide the County with the additional services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19 for up to fifteen (15) additional Clients.

The goal and objective of the proposed Amendment is in the best interests of the County in terms of health and safety, as providing the County with the additional services it needs in order to ensure the proper operation of the County-provided general isolation housing related to COVID-19, for up to fifteen (15) additional Clients, will ensure that such persons have adequate housing and services while they are isolated.

The goal and objective of the proposed Amendment will be tracked and monitored by the staff of the Department of Social Services.

The emergency circumstances concerning COVID-19, and the risk that would be associated with each additional Client prematurely returning to his/her prior housing, are such that procurement of the Services in compliance with the ordinary requirements of the Westchester County Procurement Policy would endanger the health, safety, and well-being of persons by causing the procurement process to take a longer period of time. Accordingly, the proposed Amendment is being procured as an accelerated procurement pursuant to Section 10 of the Westchester County Procurement Policy.

Section 13 of the Westchester County Procurement Policy specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. To the extent that the regulation is applicable, this procurement complies with 2 C.F.R. 200.320(c)(3), which allows for non-competitive procurement when “[t]he public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation”, based on the emergency that currently exists with regard to COVID-19 and the related urgent need for housing-related services for persons who will be in County-provided housing for isolation purposes.

I respectfully recommend the adoption of the attached resolution.

CDS/LGT/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/13/2022 - RAYMOND SOULKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend the pending, authorized agreement with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP is to operate housing that is provided by the County for the purpose of general isolation housing related to COVID-19 (each such housed person a "Client"), including, but not necessarily limited to, transportation of each Client to and from the County-provided housing, providing three (3) meals per day per Client, providing security for the housing, and providing cleaning, housekeeping, laundry, nursing, and case management services for each Client, (the "Services") for the period from January 6, 2022 through March 31, 2022, (the "Initial Term") for an amount not-to-exceed \$281,292.00, payable pursuant to an approved budget, for 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) month periods on the same terms as the Initial Term (each an "Option Term"), (the "Agreement") once it is executed, by, a.) amending its scope of work by increasing the maximum number of clients from twenty (20) to thirty-five (35), effective January 13, 2022, and continuing through the remainder of the Initial Term and each Option Term that the County may exercise, b.) increasing its not-to-exceed amount by \$59,208.00 for the Initial Term, and by \$19,736.00 for each Option Term that the County may exercise, to enable the County to pay for Services for the increased maximum number of Clients, and c.) modifying the budget for the initial term and each option term in order to allocate the additional funds (the "Amendment"); and be it further

RESOLVED, that except as specifically hereby authorized to be modified by the Amendment, all terms and conditions of the authorized Agreement shall remain in full force and effect after its execution; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be
Charged/Credited

Fund	Dept	Unit	Object/ Sub Object	Trust Account	Activity	Dollars
101	22	8900	5998			\$59,208.00

Budget Funding Year(s): 2022 Start Date: 01/13/22 End Date: 03/31/22
(must match resolution)

Funding Source

\$59,208.00
(must match resolution)

Tax Dollars: 71%
State Aid: 29%
Federal Aid: _____
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/13/2022 - RAYMOND SCULKY, SECRETARY