



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

113105

TO: Honorable Board of Acquisition and Contract

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

DATE: February 17, 2026

RE: Authority for the County of Westchester to enter into an agreement with Westhab, Inc., pursuant to which Westhab, Inc. will provide services to operate an emergency shelter in Mount Vernon, New York, as a 'Shelter For Families', as defined in 18 NYCRR Part 900, for a term commencing retroactively on February 1, 2026 and continuing through January 31, 2027, for an amount not-to-exceed \$2,161,186.00, with the County having the option, in its sole discretion, to extend the term of the agreement for up to four (4) additional one (1) year terms thereafter.

Attached for your consideration is a Resolution, which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department") to enter into an agreement (DSS3016-26; the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab will provide services to operate an emergency shelter for families in need of immediate housing, located in Mount Vernon, New York (the "Vernon Plaza Shelter"), as a Shelter For Families, as defined in 18 NYCRR Part 900 (a "Shelter For Families"), for a term commencing retroactively on February 1, 2026 and continuing through January 31, 2027 (the "Initial Term"), for an amount not-to-exceed \$2,161,186.00, payable pursuant to an approved budget. Following the expiration of the Initial Term, the County will have the option, in its sole discretion, to extend the term of the Agreement for up to four (4) additional one (1) year terms (each an "Option Term") on the same terms and conditions as the Initial Term, with the not-to-exceed amount for each of the Option Terms being as follows pursuant to an approved budget:

<u>Term</u>	<u>Not-to-Exceed Amount</u>
1.) Option Term #1 (2/1/27 – 1/31/28)	\$2,204,410.00
2.) Option Term #2 (2/1/28 – 1/31/29)	\$2,248,498.00
3.) Option Term #3 (2/1/29 – 1/31/30)	\$2,293,468.00

4.) Option Term #4 (2/1/30 – 1/31/31) \$2,339,337.00

On October 7, 2025, the County, acting by and through its Department, issued a Request for Proposals (“RFP”) to solicit proposals from qualified vendors to provide the aforementioned services. In response to the RFP, the Department received four (4) proposals. The Department had several individuals review the proposals and evaluated them based upon the evaluation criteria specified in the RFP. After carefully reviewing and considering each proposal, the Department determined that the proposal from Westhab satisfied all of the evaluation criteria outlined in the RFP. Further, the Department negotiated the proposed cost with Westhab and their analysis of the negotiated proposed cost for the services found that it is reasonable. Based on the Department’s review of the proposal from Westhab and Westhab’s performance under previous contracts with the County, the Department is satisfied that Westhab is a reasonable vendor for these services.

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 Shelter For Families.

The goal and objective of the proposed Agreement will serve a public purpose by providing the County with the services necessary to operate the Vernon Plaza Shelter as a Shelter For Families.

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 Shelter For Families will ensure that the Vernon Plaza Shelter can provide housing for 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 Department staff.

Accordingly, I respectfully recommend your Honorable Board’s approval of the annexed Resolution.

LGT/JE/sjc  
Attachment

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to enter into an agreement (DSS3016-26; the "Agreement") with Westhab, Inc. ("Westhab"), pursuant to which Westhab shall provide services to operate an emergency shelter for families in need of immediate housing, located in Mount Vernon, New York, as a Shelter For Families, as defined in 18 NYCRR Part 900, for a term commencing retroactively on February 1, 2026 and continuing through January 31, 2027 (the "Initial Term"), for an amount not-to-exceed \$2,161,186.00, payable pursuant to an approved budget, with the County having the option, in its sole discretion, to extend the term of the Agreement for up to four (4) additional one (1) year terms (each an "Option Term") on the same terms and conditions as the Initial Term, with the not-to-exceed amount for each of the Option Terms being as follows pursuant to an approved budget:

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4.) Option Term #4 (2/1/30 – 1/31/31)	\$2,339,337.00

; 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 and all documents and take all 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
2026	101	22	8900	5850		\$1,430,470.00
2026	101	22	8900	5860		\$550,617.00
2027	101	22	8900	5850		\$130,043.00
2027	101	22	8900	5860		\$50,056.00

**Budget Funding Year(s):** 2026-2027

Start Date: 2/1/2026 End Date: 1/31/2027

(must match resolution)

**Funding Source: 5850**

Federal	99%	CFDA#(s)	93.558		
State	0%	State ID#(s)	N/A		
Operating/ Tax Levy	1%				
Capital	N/A				

**Funding Source: 5860**

Federal	0%	CFDA#(s)	N/A		
State	29%	State ID#(s)	N/A		
Operating/ Tax Levy	71%				
Capital	N/A				

**Total NTE:** \$2,161,186.00

(must match resolution)