

95271

DATE: August 5, 2022

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Michael Orth, M.S.W.,
Commissioner, Department of Community Mental Health

SUBJECT: Authority to enter into an agreement with Program Design and Development, LLC, pursuant to which it will provide various services regarding the County's Continuum of Care program, for an amount not to exceed \$198,197.00, for a term from June 1, 2022 through May 31, 2023.

Authority is respectfully requested from your Honorable Board for the County of Westchester ("County"), acting by and through its Department of Community Mental Health ("Department" or "DCMH"), to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will provide various planning and management services (the "Services") related to the County's Continuum of Care program, for an amount not to exceed \$198,197.00, for a term from June 1, 2022 through May 31, 2023 (the "PD&D Agreement"). The PD&D Agreement will be funded with federal funds to be received by the County under a separate grant agreement with the United States Department of Housing and Urban Development (the "HUD"), for which approval has already been granted by your Honorable Board under Resolution # 94253 approved on June 30, 2022.

The proposed PD&D Agreement will serve a public purpose by assisting the County better manage the County's Continuum of Care program for the benefit of the residents of Westchester County.

The goal and objective of the proposed PD&D Agreement is to assist the County with the planning and management of the Continuum of Care program funded through the HUD Grant.

The goal and objective of the proposed PD&D Agreement is in the best interests of the County in terms of effective fiscal management, as it will provide the aforementioned HUD Grant-funded Services that will improve the management of the County's Continuum of Care program.

The procurement of the PD&D Agreement is subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule). The Department has complied with Section 13 of the Westchester County Procurement Policy. On May

10, 2022, DCMH issued a request for proposals (“RFP”), through the County’s Contract Opportunities RFP webpage soliciting proposals from vendors to provide the Services. In response to the RFP, DCMH received two (2) proposals.

Several members of DCMH and the Department of Social Services, who have roles related to Westchester County Continuum of Care, evaluated the proposals based upon the evaluation criteria specified in the RFP. The result of the evaluation was that the proposal from PD&D received the highest score and was accordingly ranked first. DCMH concluded an analysis of the cost proposal from PD&D and found the proposed cost to be reasonable. In addition, DCMH’s reviewed PD&D’s past performance under previous contracts with the County, and is satisfied that PD&D is a responsible vendor for these services.

I respectfully recommend the adoption of the attached Resolution.

MO/TP/
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/01/2022 - RAYMOND SCULKS (SECRETARY)

RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Program Design and Development, LLC (the "PD&D"), pursuant to which PD&D will provide various planning and management services related to the County's Continuum of Care program, for an amount not to exceed \$198,197.00, for a term from June 1, 2022 through May 31, 2023; and be it further

RESOLVED, that this Agreement is subject to the 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 PD&D, then PD&D 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 take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be charged/credited:

Fund	Dept.	Major Program, Program & Phase, Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	26	536X	4380	T536	\$198,197

Budget

Funding Year(s) 2022&2023 **Start Date:** 6/01/2022 **End Date:** 5/31/2023
(must match resolution)

\$198,197
(must match resolution)

Funding Source:

Tax Levy ____
State Aid ____
Federal Aid \$198,197
Other _____