



Interoffice Memorandum

July 5, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Lonnie C. Bell, Jr., Director, Community and Family Services
Department
(407) 836-7570

SUBJECT: Approval of Amendment No. 11, Contract Y16-163, Rapid Re-Housing

ACTION REQUESTED:

Approval of Amendment No. 11, Contract Y16-163, Rapid Re-Housing, with the Homeless Services Network of Central Florida, Inc., retroactive to July 1, 2019, to advance the amount of \$320,000 of County funds from the original amount awarded under Contract Y16-163 to be reconciled by the end of the current contract term.

PROCUREMENT:

The amendment authorizes an advance of funds which will allow for the County's Rapid Re-Housing program to help families exit homelessness and quickly return to permanent housing.

FUNDING:

Funding is available in account number 0001-060-2504-8610.

APPROVALS:

The Community and Family Services Department concurs with this recommendation.

REMARKS:

On November 17, 2015, the Board approved award of Contract Y16-163 to the Homeless Services Network of Central Florida, Inc. in the amount of \$1,500,000 for the contract term of November 30, 2015 through November 29, 2016, with three renewals for additional one-year terms.

Previous amendments to the contract are as follows:

Amendment No. 1: Effective April 1, 2016, to change Exhibit A.

Amendment No. 2: Effective November 30, 2016, renewed the contract term for one year.

Approval of Amendment No. 11, Contract Y16-163, Rapid Re-Housing

Amendment No. 3: Effective September 1, 2016, changed Article III, Payment and Billing Requirements. No changes on contract amount.

Amendment No. 4: Effective September 1, 2016, changed Article III, Payment and Billing Requirements. No changes on contract amount.

Amendment No. 5: Effective November 30, 2016, increased the total contract amount by \$50,000, for a revised estimated contract amount of \$1,550,000. This amendment added additional case management services and changed Article III, Payment and Billing Requirements.

Amendment No. 6: Effective November 30, 2016, changed Article III, Payment and Billing Requirements. No changes on contract amount.

Amendment No. 7: Effective November 30, 2017, renewed the contract term for one year and replaced Scope of Services. No changes on contract amount.

Amendment No. 8: Effective March 1, 2018, replaced Scope of Services. No changes on contract amount.

Amendment No. 9: Effective November 30, 2018, renewed the contract term for one year, and increased the total contract amount by \$66,670, for a revised contract amount of \$1,616,670. This amendment also changed the Billing Requirements in Article III, and replaced: (1) the Scope of Services, (2) the Quarterly Report, and (3) the Semi Annual Report.

Amendment No.10:Effective February 1, 2019, replaced service provider reimbursement requirements in Article II, Section B, Subsection 6.b.; created and added language that controls funds paid in advance in Article V, Section H; and amended and added HSN coverage amounts in Article VII, Section C, Subsection 3. This amendment also attempted to authorize an advance of County funds, but due to an administrative issue, the advance could not be processed or disbursed as written.