



Interoffice Memorandum

November 6, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Donna Wyche, Division Manager, Mental Health and Homelessness
Division
407-836-7608

SUBJECT: Approval of Contract Y24-2209, Provision of Funding of the
Executive Leadership

ACTION REQUESTED:

Approval of Contract Y24-2209, Provision of Funding of the Executive Leadership, with Homeless Services Network of Central Florida, Inc., in the estimated contract award amount of \$136,006.80 for a one-year term. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

PROCUREMENT:

This contract will provide for a Chief Executive Officer to provide, develop, and coordinate community services to reduce and end the crisis of homelessness in Orange County. This supports the Mayor's initiative of the Orange County Mental and Behavioral Health System of Care Community Analysis, key focus area #3. The performance period is February 1, 2024 through January 31, 2025.

FUNDING:

Funding is available in account number 0001-062-2504-8610.

APPROVALS:

The Mental Health and Homelessness Division concurs with this recommendation.

REMARKS:

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

Orange County has historically supported the funding of the administrative activity of Homeless Services Network of Central Florida, Inc. (HSN) and its' Chief Executive

Officer (CEO). The role of this individual supports and carries out recommendations of the community, the HSN Board, and the Central Florida Commission on Homelessness as well as applies and manages the tri-county region's annual Housing and Urban Development's funding allocation.

The CEO is responsible for the activity of the Lead Agency of the Continuum of Care (CoC). The Lead Agency is the recipient of the CoC's Housing and Urban Development allocations and is responsible for the following activities but not limited to:

- Management of the Homeless Information System
- Application of the annual HUD Notice of Funding Opportunity
- Coordinated Entry System
- Point in Time Count
- Coordination of Orange County funding with community partners

HSN shall provide quarterly reports detailing agency and CEO activities that demonstrate continued progress to impact homelessness in Orange County. Quarterly reports shall also include the following:

- Current Organization Chart including current staff and vacancies, noting positions funded with Orange County funding.
- List of current sub recipients funded with Orange County funding.
- Budget (any revisions must be approved in advance)
- List of Community Events