

61627

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Robin Schlaff
Director, Office for Women

DATE: February 21, 2018

SUBJECT: Authority to enter into an agreement with Legal Services of the Hudson Valley for the provision of civil legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for a term commencing on January 1, 2018 and continuing through December 31, 2018, for an amount not-to-exceed \$108,000, to be paid quarterly pursuant to an approved budget

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester, acting by and through its Office for Women, (the "County") to enter into an agreement (the "Agreement") with Legal Services of the Hudson Valley ("LSHV"), pursuant to which LSHV will provide legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for a term commencing on January 1, 2018 and continuing through December 31, 2018, for an amount not-to-exceed \$108,000, to be paid quarterly pursuant to an approved budget.

The proposed Agreement will serve a public purpose by providing civil legal services to low-income residents of northern Westchester County.

LSHV has successfully provided similar legal services at the County's Mount Vernon District Office under county contracts since 2008 and, since 2013, has expanded those services to the underprivileged population in northern Westchester.

The goal and objective of the proposed Agreement is for LSHV to provide representation in 125 civil cases related to housing, public benefits, education, elder law, consumer, employment and family law matters. During the previous contract term, LSHV handled 122 cases.

The goal and objective of the proposed Agreement will be tracked and monitored by the Office for Women.

The procurement of the proposed Agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xiv) thereof, which exempts contracts with not-for-profit organizations for the purposes of providing aid, care and support to persons in need of public assistance.

Attached for your consideration is a proposed resolution.

RESOLUTION

Upon a communication from the Director of the Office for Women, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement with Legal Services of the Hudson Valley ("LSHV") pursuant to which LSHV will provide civil legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for a term commencing on January 1, 2018 and continuing through December 31, 2018, for an amount not-to-exceed \$108,000, to be paid quarterly pursuant to an approved budget; 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 the Contractor, then the Contractor 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 be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

Fund	Dept	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	52	2093	5100	N/A	\$108,000	2018

Budget Funding Year(s) 2018 **Start Date:** 1/1/2018 **End Date:** 12/31/2018
 (must match resolution)

Funding Source: Tax Dollars \$108,000
 State Aid _____
 Federal Aid _____
 Other _____

\$108,000
 (must match resolution)