

Robert P. Astorino
County Executive

Department of Social Services
Kevin M. McGuire, Commissioner

33010

DATE: March 22, 2013

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Authority to enter into an agreement with each of three (3) agencies to promote, coordinate, and operate the County's seven (7) sites for the 2013 Volunteer Income Tax Assistance program, for a total aggregate amount not-to-exceed \$97,000 to be paid pursuant to approved budgets, for a term January 1, 2013 through December 31, 2013

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), acting on behalf of the Westchester-Putnam Local Workforce Investment Board ("WPWIB"), to enter into an agreement with each of the three (3) agencies listed below to promote, coordinate, and operate the County's seven(7) sites for the 2013 Volunteer Income Tax Assistance program for the respective tax sites listed below for a total aggregate amount not-to-exceed \$97,000 and in the respective not-to-exceed amounts as set forth below to be paid pursuant to approved budgets for a term January 1, 2013 through December 31, 2013:

<u>Agency</u>	<u>NTE Amount</u>	<u>Tax Sites</u>
1.) Westchester Community Opportunity Program, Inc.	\$65,000	Yonkers, Mt. Vernon Valhalla
2.) Interfaith Council for Action, Inc.	\$20,000	Ossining(two locations), Peekskill
3.) Business of Your Business LLC	\$12,000	White Plains

For the past several years, the Department has been managing a group of volunteers who help prepare taxes for Westchester County residents under the Volunteer Income Tax Assistance program in order to help residents take advantage of the Earned Income Tax Credit ("EITC") and other tax credits.

This successful program helped Westchester's residents to receive \$7.5 million in federal/state refunds, of which \$3.5 million was much needed tax credits (includes EITC, child

tax credits and education credits). This Honorable Board approved the agreements with WestCOP (DSS401-12) and IFCA (DSS402-12) on March 12, 2012 to operate the six (6) tax sites for the 2012 tax season. The goals and objectives of the agreements were met as follows:

Agency	Tax Sites for 2012	Number of returns to be filed	Number of be filed
IFCA	Ossining, Peekskill	400	367
WestCOP	White Plains, Mt. Vernon, and Yonkers	900	1299
Total		1,300	1,666

Each year we strive to increase the number of tax locations and operating hours to serve the public good. This year, the County will be managing seven (7) tax sites, which are located in White Plains, Yonkers, Mt. Vernon, Peekskill, Valhalla and Ossining (two locations).

Single Stop USA granted \$50,000 in private funds to the Westchester Workforce Investment Board to operate a tax site at Westchester Community College's (WCC) Valhalla campus. The tax site is to prepare taxes solely for the WCC students and family of the students. This Honorable Board approved the resolution to accept the funds from Single Stop USA on March 21, 2013.

In accordance with Westchester County Procurement Policy, on December 24, 2012, the Department issued a Request for Quotations ("RFQ") for tax coordinators to manage and supervise one or more of the aforementioned seven (7) tax sites. Tax coordinator services will include, but not be limited to, recruitment, staffing, training, customer service, marketing & promotion, site management and tax preparation. Proposals in response to the RFQ were due on January 11, 2013.

The Department received a total of four (4) proposals, from: Lead Book Keeping & Tax Services, LLC, The Business of Your Business, LLC ("BYB"), Westchester Community Opportunity Program, Inc. ("WestCOP") and Interfaith Council for Action, Inc. ("IFCA"). Pursuant to the RFQ, each proposer was to "submit a price quote to manage one or more of the Westchester Tax sites." After a careful review, the following vendors were selected:

Vendor	Tax Site	Not-to-exceed amount
WestCOP	Yonkers and Mt. Vernon	\$65,000
BYB	White Plains	\$12,000
IFCA	Ossising (two location) and Peekskill	\$20,000
Total		\$97,000

The proposed agreements will serve a public purpose by giving residents the assistance they need in preparing their taxes to avail themselves of the EITC and thereby provide such residents with an income supplement to help them achieve self-sufficiency.

The goals and objectives of the proposed agreements are to prepare 1,950 Federal and State returns as follows:

Agency	Tax Sites for 2013	Number of returns to be filed
IFCA	Ossining, Peekskill	450
WestCOP	Mt. Vernon, Valhalla and Yonkers	950
BYB	White Plains	550

The goals and objectives of the proposed agreements are in the best interests of the County in terms of fiscal responsibility because EITC dollars have a significant impact on the lives of low and moderate income families by providing an income supplement to meet the immediate expense of qualifying families, to achieve economic self-sufficiency and break the cycle of poverty.

The goals and objectives of the proposed agreements will be tracked and monitored through reports to be prepared by the selected agencies. The agencies will report on the number of returns filed, the amount tax refunds and the amount of EITC and other tax credits.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement with each of the three (3) agencies listed below to promote, coordinate, and operate the County’s seven (7) sites for the 2013 Volunteer Income Tax Assistance program for the respective tax sites listed below for a total aggregate amount not-to-exceed \$97,000 and in the respective not-to-exceed amounts as set forth below to be paid pursuant to approved budgets for a term January 1, 2013 through December 31, 2013:

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3.) Business of Your Business LLC	\$12,000	White Plains

; and be it further

RESOLVED, that these Contracts are subject to County Appropriations; and be it further

RESOLVED, that these Agreements are 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 these Agreements. 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 these Agreements 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 is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	174N	7340	T174	\$47,000
101	22	5000	4420	-----	\$50,000

Budget Funding Year(s): 2013 Start Date: 01/01/13 End Date: 12/31/2013

(Must match resolution)

T174

4420

Funding Source

Tax Dollars: 0%

31%

State Aid: 0%

25%

\$97,000

Federal Aid: 0%

44%

(must match the resolution)

Other: 100%

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/25/2013 DOMARY MEIRA, SECRETARY