

51875

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Honorable Robert P. Astorino
Westchester County Executive

Hon. Michael B. Kaplowitz, Chairman
Westchester County Board of Legislators

Robin Schlaff
Director, Office for Women

DATE: April 25, 2016

SUBJECT: Authority to enter into an agreement with Westchester Hispanic Coalition, Inc. to provide free legal assistance and community education for immigrants, for a term commencing January 1, 2016 and continuing through December 31, 2016, for an amount not-to-exceed \$50,000

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 Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants, for a term commencing January 1, 2016 and continuing through December 31, 2016, for an amount not-to-exceed \$50,000, payable quarterly pursuant to an approved budget.

The proposed Agreement will serve a public purpose by increasing the stability and self-sufficiency of Latino immigrant men and women in Westchester.

The goals and objectives of the proposed Agreement are for WHC to provide:

- free citizenship consultations to 85 individuals and assist 75 individuals in completing the application for naturalization and complete 25 additional applications for Deferred Action for Childhood Arrivals (DACA);
- approximately 12 community education workshops/clinics; and
- free legal assistance to 150 individuals through workshops and individual screenings.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt these procurement of these services from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof has been requested from your Honorable Board by a separate resolution of the same date hereof.

Attached for your consideration is a proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/12/2016 - LISA MRIJAJ, SECRETARY

RESOLUTION

Upon a communication from the Westchester County Executive, the Chairman of the Westchester County Board of Legislators, and 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 (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants, for a term commencing January 1, 2016 and continuing through December 31, 2016, for an amount not-to-exceed \$50,000, payable 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(s)
101	52	2508	5100	N/A	\$50,000	2016

Budget Funding Year(s) 2016 **Start Date:** 1/1/2016 **End Date:** 12/31/2016
 (must match resolution)

Funding Source: Tax Dollars \$50,000
 State Aid _____
 Federal Aid _____
 Other _____

\$50,000
 (must match resolution)