

56082

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Robin Schlaff  
Director, Office for Women

**DATE:** April 28, 2017

**SUBJECT:** Authority to enter into an agreement with Legal Services of the Hudson Valley for the provision of free comprehensive civil legal services to the indigent as well as legal assistance to low-income immigrants at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for a term commencing January 1, 2017 and continuing through December 31, 2017, in an amount not-to-exceed \$600,516, net of County charges, to be paid quarterly pursuant to an approved budget

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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 would provide free comprehensive civil legal services to the indigent as well as legal assistance to low-income immigrants at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for a term commencing January 1, 2017 and continuing through December 31, 2017, in an amount not-to-exceed \$600,516, net of County charges, to be paid quarterly pursuant to an approved budget.

The County's costs and expenses will be deducted from the appropriated amount prior to quarterly payment, in accordance with Schedule A-1 attached hereto and made a part hereof.

The proposed Agreement will serve a public purpose by providing legal services to low-income residents of southern Westchester County. LSHV will provide advice, counsel, brief services and direct representation in a wide array of civil matters including housing, public benefits, education, elder law, consumer, employment and family law matters.

LSHV will subcontract with My Sisters' Place, Inc. ("My Sisters' Place") to provide legal services as well as crisis intervention and individual counseling for women who are victims of domestic violence, thereby enhancing the safety and independence of abused women. If abused women are helped to be safe they are not as likely to return to dependence on their abusers, thereby

reducing public safety costs and medical costs. If they are helped to empower themselves to be independent and self-sufficient they are not as likely to be dependent on public assistance.

LSHV will also subcontract with Hudson Valley Justice Center (“HVJC”) to provide additional legal assistance to immigrants. Immigrants seeking legal relief have extra burdens such as language and cultural barriers vis-à-vis using the courts and the legal system. Because of immigration issues, they may be fearful of the legal system. Legal assistance can keep these individuals from having to remain dependent on social service systems and help them mainstream into the American culture.

The goals and objectives of the proposed Agreement are as follows:

- LSHV will provide advice, counsel, brief services and direct representation in civil matters including housing, public benefits, education, elder law, consumer, employment and family law matters in approximately 375 cases;
- My Sisters’ Place will provide legal services as well as crisis intervention and individual counseling in approximately 250 cases for women who are victims of domestic violence; and
- HVJC will provide legal assistance in approximately 115 cases to poor and low-income Westchester County immigrant residents in matters including housing, family law, public benefits, education, elder law, consumer, employment and immigration as well as conduct 10 community outreach events and legal education seminars.

During the previous contract term, LSHV opened 440 new cases; My Sisters’ Place opened 289 new cases; and HVJC handled 321 cases.

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

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

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 free comprehensive legal services to the indigent as well as legal assistance to low-income immigrants, at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for a term commencing January 1, 2017 and continuing through December 31, 2017; and be it further

**RESOLVED**, that LSHV will subcontract with My Sisters' Place, Inc. to provide legal services as well as crisis intervention and individual counseling to women who are victims of domestic violence; and be it further

**RESOLVED**, that LSHV will subcontract with Hudson Valley Justice Center to provide legal assistance to low-income immigrants; and be it further

**RESOLVED**, that in consideration for services to be rendered, LSHV will be paid an amount not-to-exceed \$600,516 to be paid quarterly, net of County charges, pursuant to an approved budget; and be it further

**RESOLVED**, that the County's costs and expenses will be deducted from the appropriated amount prior to quarterly payment, in accordance with Schedule A-1 attached hereto and made a part hereof; 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	2092	5100	N/A	\$600,516	2017

**Budget Funding Year(s)** 2017      **Start Date:** 1/1/2017      **End Date:** 12/31/2017  
(must match resolution)

**Funding Source:** Tax Dollars \$600,516  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_

\$600,516  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/25/2017 - LISA M. RICE, SECRETARY

**Schedule A-1**

**COUNTY'S COSTS TO BE DEDUCTED FROM APPROPRIATED AMOUNT**

**ONGOING MONTHLY COSTS**

\$1,260.00 Monthly Rent

\$1,450.00 Monthly IT (Phone & Internet) Charges

**\$2,710.00 Monthly Grand Total**

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/25/2017 LISA MRIJAJ, SECRETARY