

George Latimer
County Executive

Department of Social Services
Kevin M. McGuire, Commissioner

64676

DATE: August 13, 2018

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Authority to further amend an agreement with Westchester Community Opportunity Program, Inc. (“WestCOP”) pursuant to which WestCOP agreed to promote, coordinate, and operate the County’s six (6) sites for the Volunteer Income Tax Assistance program for the option term commencing on August 1, 2017 and continuing through July 31, 2018 in a total aggregate amount not to exceed \$90,000.00 to be paid pursuant to an approved budget, by extending the option term through December 31, 2018, with no increase in the not-to-exceed cap.

By resolution approved on March 16, 2017 (the “March 16th Resolution”), your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Social Services (the “Department”), to enter into an agreement with WestCOP to promote, coordinate, and operate the County’s six (6) tax sites (located in Mt. Vernon, Yonkers, Peekskill, Valhalla, White Plains and Ossining), for the 2017 Volunteer Income Tax Assistance program for a total aggregate amount not to exceed \$90,000.00 to be paid pursuant to an approved budget, for a term commencing on January 1, 2017 and continuing through July 31, 2017 (the “Agreement”). The Agreement was subsequently executed.

Thereafter, by resolution approved on December 28, 2017 (the “December 28th Resolution”), your Honorable Board authorized the County to amend the Agreement with WestCOP to add a one year renewal option by which the County could retroactively renew the Agreement for the period from August 1, 2017 through July 31, 2018 for a total aggregate amount not to exceed \$90,000.00 to be paid pursuant to an approved budget. The December 28th Resolution further authorized the County to exercise said option to renew the Agreement for said period in said amount (the “First Amendment”). The First Amendment was subsequently executed.

The Department now requires additional time to issue an RFP to procure a new vendor to provide these services in 2019. In order to avoid a lapse in services, WestCOP has agreed to provide these services through December 31, 2018 (the "Option Extension Period"). It should be noted that since there remain sufficient funds under the \$90,000.00 not-to-exceed cap authorized by the First Amendment to pay for the additional services to be rendered during the Option Extension Period, it will not be necessary to increase the not-to-exceed amount.

Accordingly, authority is requested to further amend the Agreement with WestCOP to promote, coordinate, and operate the County's six (6) sites for the Volunteer Income Tax Assistance program for the option term commencing on August 1, 2017 and continuing through July 31, 2018 in a total aggregate amount not to exceed \$90,000.00 to be paid pursuant to an approved budget, by extending the option term through December 31, 2018, with no increase in the not-to-exceed cap.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect upon the parties.

The Agreement 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 agreement are to prepare 3,499 Federal and State returns for the 2018 tax season (It should be noted that during the 2017 tax season, WestCOP exceeded the goal of preparing 2,650 by preparing 2,820 returns).

The goals and objectives of the proposed agreement 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 agency. The agency 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.

KMM/SNL/jpg
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Social Services, is hereby authorized to further amend an agreement with Westchester Community Opportunity Program, Inc. (“WestCOP”), pursuant to which WestCOP agreed to promote, coordinate, and operate the County’s six (6) sites for the Volunteer Income Tax Assistance program for the option term commencing on August 1, 2017 and continuing through July 31, 2018 in a total aggregate amount not to exceed \$90,000.00 to be paid pursuant to an approved budget, by extending the option term through December 31, 2018, with no increase in the not-to-exceed cap; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect upon the parties; 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
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A Start Date: N/A _End Date: N/A

(Must match resolution)

Funding Source Tax Dollars: N/A

State Aid: N/A

\$N/A Federal Aid: N/A

(Must match resolution) Other: N/A