



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

65183

**Date:** September 18, 2018

**To:** The Board of Acquisition and Contract

**From:** Kevin M. McGuire  
Commissioner  
Department of Social Services

**Re:** **Resolution to exempt an Agreement with Westchester Community Opportunity Program, Inc. for the provision of assistance to low-income households in the application process for regular and emergency heating benefits (HEAP program) pursuant to Section 3(a) xxi of the Westchester County Procurement Policy.**

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Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") for the provision of assistance to low-income households in the application process for regular and emergency heating benefits (HEAP program) for the term commencing on October 1, 2018 and ending on September 30, 2019 in an amount not to exceed \$27,200 payable pursuant to an approved program budget.

The program (HEAP) is intended to provide assistance to low income households in meeting their immediate home energy needs. All administrative monies for this program flow through the Social Services District. The Department of Social Services ("Department") is tasked with establishing its local certification network within the district to administer HEAP. Accordingly, the Department selected WestCOP, a Community Based Organization ("CBO") as its certifier and the Department has contracted with this organization for the last several years for the provision of outreach, intake and certification of HEAP applications.

Based on the expertise, experience and familiarity of WestCOP in working with the HEAP program and the fact that the contractor, a community based organization, is a certifier for the County in this regard, WestCOP is uniquely qualified to deliver the intended services. Therefore, it is proposed that the best interests of the County would be served by entering into this agreement with WestCOP for its continued assistance with the operation of the HEAP application process for regular and emergency heating benefits. This recommendation is made pursuant to Section 3(a) (xxi) of the Westchester County Procurement Policy.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. A separate resolution has been submitted requesting authority to enter into this agreement.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/18/2018 - LISA MRSAJ, SECRETARY

## RESOLUTION

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

**RESOLVED**, that pursuant to Section 3(a) (xxi) of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester in connection with the procurement of an agreement with Westchester Community Opportunity Program, Inc. for the provision of assistance to low-income households in the application process for regular and emergency heating benefits (HEAP program).

APPROVED BOARD OF ACQUISITION & CONTRACT - PM180010 - LISA MRIJAJ, SECRETARY