



George Latimer  
Westchester County Executive

Benjamin Boykin II  
Chairman,  
Westchester County Board of  
Legislators

**ID# 78492**

**DATE:** August 6, 2020

**TO:** The Honorable Board of Acquisition and Contract

**FROM:** Honorable Benjamin Boykin II  
Chairman, Westchester County Board of Legislators  
and  
Honorable George Latimer  
Westchester County Executive

**SUBJECT:** Request for authority for the County of Westchester ("County") to amend its agreement ("Agreement") with Community Service Associates, Inc., ("CSA") pursuant to which CSA agreed to provide meals and ancillary services to those in need in the Mt. Vernon community, for the period from January 1, 2020 through December 31, 2020 for an amount not to exceed \$51,500.00 by amending the scope and terms of the agreement, and adding an approved subcontractor.

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The attached Resolution, if approved by your Honorable Board, would authorize the County to enter into a first amendment ("First Amendment") to its agreement with CSA pursuant to which CSA agreed to provide meals and ancillary services to those in need in the Mt. Vernon community for the period from January 1, 2020 through December 31, 2020, for an amount not to exceed \$51,500.00, to be paid upon execution of the Agreement by amending the Agreement as follows:

- (1) Adding LIFE Progressive Services Group Inc. ("LIFE") as an approved subcontractor for the purposes of providing an emergency food pantry and providing mentorship to formerly incarcerated men and women to successfully transition into the community with support, resources and guidance;

(2) Revising the payment schedule from the previously agreed upon payable in full upon execution of the agreement to the following schedule:

- An amount not to exceed \$10,000.00 will be payable upon execution of the First Amendment, and
- An amount not to exceed \$20,000.00 will be payable upon receipt by the County of a performance measurement report, for the period from January 1, 2020 through March 31, 2020, and
- An amount not to exceed \$21,500.00 will be payable to CSA solely if CSA performs the work in accordance with the revised scope of services for the period from October 1, 2020 through December 31, 2020 and submits to the County a performance report for the same period;

(3) Revising the scope of the Agreement to reflect changes to the services resulting from the COVID-19 pandemic.

Pursuant to the Agreement, CSA agreed to provide Mt. Vernon Seniors, youths and any other poor and disenfranchised members of the Mt. Vernon Community with a nutritious dinner four (4) nights per week, Tuesday – Friday, along with a take home lunch for anyone in need. However, due to the COVID-19 pandemic, CSA has not been able to operate as such. Accordingly, the above referenced amendments are hereby requested.

The First Amendment will serve a public purpose by providing seniors, youths and other “in-need” Mt. Vernon residents with nutritional and social support.

The First Amendment is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)xiv thereof.

It is respectfully requested and recommended that your Honorable Board approve the attached Resolution.

BB/MG

Encl.

# RESOLUTION

Upon a communication from the Chairman of the Westchester County Board of Legislators and the County Executive, it is hereby:

**RESOLVED**, that the County of Westchester ("County") is authorized to enter into a first amendment ("First Amendment") to its Agreement ("Agreement") with Community Service Associates, Inc. ("CSA"), for a term beginning on January 1, 2020 through December 31, 2020, pursuant to which CSA agreed to provide meals and ancillary services to those in need in the Mt. Vernon community for an amount not to exceed FIFTY ONE THOUSAND FIVE HUNDRED (\$51,500.00) DOLLARS, subject to County appropriations, to amend the Agreement as follows:

(1) LIFE Progressive Services Group Inc. ("LIFE") as an approved subcontractor for the purposes of providing an emergency food pantry and providing mentorship to formerly incarcerated men and women to successfully transition into the community with support, resources and guidance;

(2) Revising the payment schedule from the previously agreed upon payable in full upon execution of the agreement to the following schedule:

- An amount not to exceed \$10,000.00 will be payable upon execution of the First Amendment, and

- An amount not to exceed \$20,000.00 will be payable upon receipt by the County of a performance measurement report, for the period from January 1, 2020 through March 31, 2020, and

- An amount not to exceed \$21,500.00 will be payable to CSA solely if CSA performs the work in accordance with the revised scope of services for the period from October 1, 2020 through December 31, 2020 and submits to the County a performance report for the same period;

(3) Revising the scope of the Agreement to reflect changes to the services resulting from the COVID-19 pandemic; and be it further

**RESOLVED**, that the First Amendment 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 the 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 adoptions(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 the 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 the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the Chairman of the Westchester County Board of Legislators or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be charged/credited:

Fund	Dept .	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Sub-Unit	Trust Account	Dollars	Funding Year

Budget Funding Year(s) 2020  
(must match resolution)

Start Date: 1/1/2020

End Date: 12/31/2020

\$ \_\_\_\_\_  
(must match resolution)

Funding Source:

Tax Dollars \_\_\_\_\_  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/20/2020 LISA MARIJAJ, SECRETARY