



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

30939

Date: December 11, 2012

To: The Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Re: **Resolution 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) pursuant to Section 3(a) xxi thereof**

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures 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 October 1, 2012 through September 30, 2013 in an amount not to exceed \$27,200 payable pursuant to an approved program budget.

HEAP is a federally funded energy program 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 is tasked with establishing its local certification network within the district to administer HEAP. Accordingly, the Westchester County Department of Social Services selected “WestCOP”, a Community Based Organization (“CBO”) as its certifier and the Westchester County Department of Social Services has contracted with this organization for the last twelve (12) 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 Westchester Community Opportunity, Inc. (“WestCOP”) for its continued assistance with the operation of HEAP

application process for regular and emergency heating benefits (HEAP program). 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 - 01/03/2013 - SOMAN VIKRAM 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 in connection with the procurement of 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).

Account to be charged:

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

Federal Aid: N/A

Other:

\$N/A
(must match resolution)