

Robert P. Astorino  
County Executive

Department of Social Services  
Kevin M. McGuire, Commissioner

**42003**

**DATE:** August 28, 2014

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

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

**SUBJECT:** Authority to enter into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") to promote, coordinate, and operate the County's seven (7) sites for the 2014 Volunteer Income Tax Assistance program, for a total aggregate amount not-to-exceed \$100,000 to be paid pursuant to approved budgets, for a term January 1, 2014 through December 31, 2014

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") to operate the County's seven (7) tax sites ( located in Yonkers, Mt. Vernon, Ossining ( two locations), Peekskill & White Plains, for the 2014 Volunteer Income Tax Assistance program for a total aggregate amount not-to-exceed \$100,000 to be paid pursuant to approved budgets, for a term January 1, 2014 through December 31, 2014.

For the past several years, the Department has been managing a group of volunteers who help prepare taxes for Westchester County residents under the Volunteer Income Tax Assistance program, in order to help residents take advantage of the Earned Income Tax Credit ("EITC") and other tax credits.

This successful program helped Westchester's residents receive \$8.6 million in Federal/State refunds, of which \$3.4 million is much needed tax credits (includes EITC, child tax credits and education credits). This Honorable Board approved the agreement with WestCOP to operate the tax sites in Yonkers, Mt. Vernon and Valhalla for the 2013 tax season. The goals and objectives of the agreements were met as follows:

<b>Tax Sites for 2013</b>	<b>Number of returns to be filed (2013)</b>
Yonkers	478
Mt. Vernon,	203
Valhalla	731
Total	1412

The County will continue to manage seven (7) tax sites, which are located in White Plains, Yonkers, Mt. Vernon, Peekskill, Valhalla and Ossining (two locations).

Single Stop USA granted \$50,000 in private funds to the Westchester Workforce Investment Board to operate a tax site at Westchester Community College's (WCC) Valhalla campus. The tax site is to prepare taxes solely for the WCC students and families of the students.

In accordance with Westchester County Procurement Policy, on December 2, 2013, the Department issued a Request for Quotations ("RFQ") for tax coordinators to manage and supervise one or more of the aforementioned seven (7) tax sites. Tax coordinator services will include, but not be limited to, recruitment, staffing, training, customer service, marketing & promotion, site management and tax preparation. Proposals in response to the RFQ were due on December 20, 2013.

The Department received a total of two (2) proposals, from: The Business of Your Business, LLC ("BYB") and Westchester Community Opportunity Program, Inc. ("WestCOP"). Pursuant to the RFQ, each proposer was to "submit a proposal to the Westchester Tax sites." After a careful review, WestCOP was selected.

	<b>Vendor Requested Amount</b>	<b>Yencina DeToma (IRS)</b>	<b>Tom Kleiner (DOL)</b>	<b>Kare Kyle (DSS)</b>	<b>Bhavana Pahwa (White Plains YB)</b>	<b>Avg Score</b>
Business of Your Business	\$98,346.63	28	56	65	76	56
Westchester Community Opportunity Program	\$100,000.00	71.5	94	82	85	83

The proposed agreements 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 2,000 Federal and State returns for the 2014 tax season. During the 2013 tax season, WestCOP met and exceeded the goal.

<b>Agency</b>	<b>Tax Sites for 2014</b>	<b>Number of returns filed</b>
WestCOP	Mt. Vernon, Valhalla, White Plains, Ossining (2 locations) , Peekskill, and Yonkers	2,000

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.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 01/14/2014 - JOMARY NEIRA, SECRETARY

## 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 enter into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") to promote, coordinate, and operate the County's seven (7) sites for the 2014 Volunteer Income Tax Assistance program for the respective tax sites listed below, for a total aggregate amount not-to-exceed \$100,000 to be paid pursuant to approved budget for a term January 1, 2014 through December 31, 2014; and be it further

**RESOLVED**, that this Contract 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 is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

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Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	174P	7340	T174	\$50,000
101	22	5000	4420		\$50,000

Budget Funding Year(s): 2014 Start Date: 01/01/14 End Date: 12/31/2014

(Must match resolution)

		<u>T174</u>	<u>4420</u>
Funding Source	Tax Dollars:		32%
	State Aid:		25%
<b><u>\$100,000</u></b>	Federal Aid:		43%
<u>(Must match resolution)</u>	Other:	100%	

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/24/2014 DOMARY VIEIRA, SECRETARY