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TO: Honorable Members of the Board of Acquisition and Contract

FROM: Honorable Robert P. Astorino
Westchester County Executive

Honorable Michael B. Kaplowitz, Chairman
Westchester County Board of Legislators

Robin Schlaff
Director, Office for Women

DATE: July 15, 2015

SUBJECT: Authority to exempt from the Westchester County Procurement Policy an agreement with Westchester Hispanic Coalition, Inc. to provide free legal assistance and community education for immigrants, for a term commencing January 1, 2015 and continuing through December 31, 2015, for an amount not-to-exceed \$50,000

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester, acting by and through its Office for Women, (the "County") to exempt from the Westchester County Procurement Policy an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants, for a term commencing January 1, 2015 and continuing through December 31, 2015, for an amount not-to-exceed \$50,000, payable quarterly pursuant to an approved budget.

WHC has been providing services in Westchester for the past 40 years and has extensive experience working with immigrants. During the initial registration process, WHC assisted clients in applying for legal permanent residency, and applying for naturalization. WHC has since helped clients obtain lawful status, legal permanent resident status, citizenship and/or work authorizations. As a result, many of WHC's clients have been able to become lawfully employed.

WHC will subcontract with Hudson Valley Community Coalition (“HVCC”) to provide clinics and educational workshops for Westchester’s immigrant communities. With these services, immigrants can receive the most up to date, accurate information about potential legal relief, eligibility screenings, advice on how to avoid fraudulent service providers, and consultations on potential remedies.

WHC will also subcontract with Pace University, acting by and through its Community Law Practice (“Pace”), to provide individual screenings and/or consultations and community education for immigrants.

The proposed Agreement will serve a public purpose by increasing the stability and self-sufficiency of Latino immigrant men and women in Westchester.

The goals and objectives of the proposed Agreement are as follows:

- WHC will conduct individual screenings and/or consultations for at least 150 low-income immigrants seeking to apply for administrative relief including, but not limited to, Special Immigrant Juveniles Status, Deferred Action for Childhood Arrivals, Temporary Protective Status, work authorization renewals, and legal permanent resident status;
- HVCC and Pace will collectively provide approximately 24 community education workshops/clinics; and
- Pace will conduct approximately 300 individual screenings and/or consultations for immigrants.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Under the Westchester County Procurement Policy Section 3(a)(xxi), your Honorable Board may determine “by resolution passed prior to commencing procurement that compliance with the Procurement Policy would not be in the best interests of the County.” Due to the fact that WHC has the necessary experience and expertise to provide these services in a culturally and linguistically appropriate manner, and for the reasons set forth above, it is requested that your Honorable Board make the determination that it is in the best interests of the County to exempt from the application of the procedural requirements of the Westchester County Procurement Policy the proposed Agreement with WHC.

Attached for your consideration is a proposed Resolution.

RESOLUTION

Upon a communication from the County Executive, the Chairman of the Westchester County Board of Legislators and the Director of the Office for Women be it hereby

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written price quotations, 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 Hispanic Coalition, Inc. pursuant to which Westchester Hispanic Coalition, Inc. will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/20/15 - JOMARY NEIRA, SECRETARY