

**55548**

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

**FROM:** Robin Schlaff  
Director, Office for Women

**DATE:** February 28, 2017

**SUBJECT:** Authority to enter into an agreement with Westchester Hispanic Coalition, Inc. to provide legal services for immigrants, for a term commencing January 1, 2017 and continuing through December 31, 2019, for a total amount not-to-exceed \$300,000

---

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 enter into an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC"), pursuant to which WHC will provide legal services for immigrants, for a term commencing January 1, 2017 and continuing through December 31, 2019, for a total amount not-to-exceed Three Hundred Thousand Dollars (\$300,000.00), payable quarterly pursuant to an approved budget. The funding amount per year will not exceed \$100,000.

Specifically, WHC shall provide civil legal services to low-income, (mostly) immigrant workers in the areas of employment rights. Legal services will cover issues of labor and employment. In addition, WHC will provide additional wage theft services via clinic through small claims court as well as a Know Your Rights Mobile Clinic for immigrants to expand its reach throughout Westchester.

The proposed Agreement is the result of a Request for Proposals ("RFP") which was sent out to 47 organizations throughout Westchester and the surrounding area and was made available on the County's Web site where it could be accessed by additional organizations including minority- and women-owned businesses. As a result, two proposals were received. Subsequent to review and evaluation, WHC was selected as the proposer best able to provide the aforementioned services.

WHC has been providing services in Westchester for the past 40+ years and has extensive experience working with immigrants. In 1986, it was designated as a Qualified Designated Entity by the U.S. Department of Justice under the Reagan Administration's Amnesty Program

when it processed thousands of legalization applications for clients. Following the initial registration process, WHC assisted clients in applying for legal permanent residency, petitioning for immediate relatives living abroad, and applying for naturalization. WHC has since helped clients obtain lawful status, legal permanent resident status for themselves or relatives, citizenship and/or work authorizations. As a result, many of WHC's clients have been able to become lawfully employed.

Due to the great need for the continuation of these services, as WHC has successfully provided similar services under previous contracts with the County, and for the reasons set forth above, it is recommended that this agreement move forward instead of repeating the RFP process.

The proposed Agreement will serve a public purpose by making available to immigrants various civil legal services that they need and might otherwise be unable to obtain.

The goals and objectives of the proposed Agreement are for WHC to provide legal services to 400-500 immigrants and screenings/consultations to 200 immigrants per calendar year.

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

Attached for your consideration is a proposed resolution.

# RESOLUTION

Upon a communication from the Director of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC"), pursuant to which WHC will provide legal services for immigrants, for a term commencing January 1, 2017 and continuing through December 31, 2019, for a total amount not-to-exceed Three Hundred Thousand Dollars (\$300,000.00), payable quarterly pursuant to an approved budget; and be it further

**RESOLVED**, that the funding amount per year will not exceed \$100,000; and be it further

**RESOLVED**, that this Agreement 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 be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	11	0900	4380	N/A	\$100,000	2017
101	11	0900	4380	N/A	\$100,000	2018
101	11	0900	4380	N/A	\$100,000	2019

**Budget Funding Year(s)** 2017-2019      **Start Date:** 1/1/2017      **End Date:** 12/31/2019  
 (must match resolution)

\$300,000  
 (must match resolution)

**Funding Source:**      Tax Dollars \$300,000  
    State Aid \_\_\_\_\_  
    Federal Aid \_\_\_\_\_  
    Other \_\_\_\_\_