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TO: Honorable Members of the Board of Acquisition and Contract

FROM: Honorable Robert P. Astorino
Westchester County Executive
Hon. Michael B. Kaplowitz, Chairman
Westchester County Board of Legislators
Robin Schlaff
Director, Office for Women

DATE: June 20, 2017

SUBJECT: Authority to exempt from the Westchester County Procurement Policy an agreement with Westchester Hispanic Coalition, Inc. to provide pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services for a term commencing on January 1, 2017 and continuing through December 31, 2017, for an amount not-to-exceed \$20,600

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 pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services ("USCIS"), for a term commencing on January 1, 2017 and continuing through December 31, 2017, for an amount not-to-exceed \$20,600, payable quarterly pursuant to an approved budget.

Specifically, WHC shall provide pro-se naturalization clinics where staff and volunteer attorneys fully screen for eligibility and refer applicants to trained volunteers and WHC staff who complete USCIS applications and organize supporting documentation. WHC's Intake Counselor registers clients for pro-se clinics and provides eligibility guidelines as well as list of documents needed to attend the clinics. Staff and volunteer attorneys review the application for submission before it is given to the pro-se applicant in a pre-addressed envelope to be submitted to USCIS. Clients will be instructed in next steps and provided materials and resources for preparing for the English language and US civics and history exam. The WHC

Intake Counselor will be available for follow-up questions and to guide applicants through the process.

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.

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

The goals and objectives of the proposed Agreement are for WHC to assist 40 immigrants in submitting naturalization applications to USCIS through pro-se clinics.

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 Westchester 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 pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/20/2017
ESY/MSJ/SECRETARY