



**# 68605**

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

**FROM:** Hon. Benjamin Boykin, Chairman  
Westchester County Board of Legislators

Hon. Kenneth Jenkins  
Deputy County Executive

**DATE:** March 20, 2019

**SUBJECT:** Authority to enter into an agreement with the Hispanic Resource Center of Larchmont and Mamaroneck, Inc. d/b/a Community Resource Center to provide the Build Our Future program to create pathways of opportunities for Hispanic and low-income communities in Westchester County for a term commencing January 1, 2019 and continuing through December 31, 2019 for an amount not-to-exceed \$40,800.00.

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The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with the Hispanic Resource Center of Larchmont and Mamaroneck, Inc. d/b/a Community Resource Center ("CRC"), pursuant to which CRC will provide the Build Our Future ("BOF") program to create pathways of opportunities for Hispanic and low-income communities in Westchester County, for a term commencing January 1, 2019 and continuing through December 31, 2019. In consideration for services rendered, CRC shall be paid an amount not-to-exceed Forty Thousand Eight Hundred Dollars (\$40,800.00), half upon contract execution and half upon completion of services and submission of a performance measurement report.

Pursuant to the terms of the proposed Agreement, CRC will provide the BOF program which will create pathways of opportunities for Hispanic and low-income communities by 1) instilling vital life and career skills through programs such as ESL, increasing workforce development/job readiness and computer literacy; 2) providing direct human and immigration services; 3) advocating for institutional reforms; 4) offering job placement services; 5) empowering and organizing community members to seek improvements in their living and working conditions; and 6) supporting language development instructors to continue quality literacy instruction for access to better employment and quality of life.

The proposed Agreement will serve a public purpose by providing vital support services to Hispanic and low-income communities in a culturally and linguistically appropriate manner, thereby enabling these communities to become self-sufficient and thrive.

The goals and objectives of the proposed Agreement are for HRC to provide Hispanic and low-income communities with support services including, but not limited to, life and career skills, job placement services, and ESL instruction.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Board of Legislators, which will be responsible for monitoring CRC's performance by means of a performance measurement report which shall describe how many participants took part in each of the activities set forth in the Scope of Work.

Authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

Attached for your consideration is a proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 03/28/2019 - USA MRISA SECRETARY

# RESOLUTION

Upon a communication from the Chairman of the Westchester County Board of Legislators and the Deputy County Executive, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with the Hispanic Resource Center of Larchmont and Mamaroneck, Inc. d/b/a Community Resource Center (“CRC”), pursuant to which CRC will provide the Build Our Future program to create pathways of opportunities for Hispanic and low-income communities in Westchester County, for a term commencing on January 1, 2019 and continuing through December 31, 2019 (the “Agreement”); and be it further

**RESOLVED**, that in consideration for services rendered, CRC shall be paid an amount not-to-exceed Forty Thousand Eight Hundred Dollars (\$40,800.00), half upon contract execution and half upon completion of services and submission of a performance measurement report; 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 Chairman or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Fund	Dept.	Major Program, Program &	Object/ Sub Object	Dollars
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		Phase, or Unit		
101	52	2508	5100	\$40,800

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

Funding Source Tax Dollars \$40,800  
 State Aid \_\_\_\_\_  
 \$ 40,800 Federal Aid \_\_\_\_\_  
 (must match resolution) Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2019 - LISA MRIJAJ, SECRETARY