

73843

DATE: January 9, 2020

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond
Commissioner of Planning

SUBJECT: Resolution authorizing the agreement between the County of Westchester and Heriberto Contreras for consultant services for the Westchester Census 2020

The attached resolution authorizes the County of Westchester (the "County") to enter into an agreement with Heriberto Contreras to provide consultant services in order to coordinate the 2020 Census efforts for Westchester County. The consultant will provide the following activities including, but not limited to, executing daily census operations of the County & Westchester Complete Count Committee; providing materials and resources for community based organizations and local governments engaged in Census operations; developing and implementing innovative strategies to reach and engage hard to count populations; supervising programs and volunteers where applicable; And coordinating with local municipalities and their Complete Count Committees. The total amount of the agreement shall not exceed \$50,000.00, payable pursuant to an approved budget. Funds will be disbursed from a grant received from the Westchester Community Foundation in the amount not to exceed \$50,000.00. The term of the agreement is January 20, 2020 to July 31, 2020.

The goal and objective of this agreement is to work to ensure that every county resident is counted in the 2020 Census. The County Executive has appointed members to a Complete Count Committee to marshal outreach efforts to residents through trusted community leaders. Planning Department staff are supporting this effort through hiring a Coordinator of the 2020 Census efforts for Westchester County that will ensure that Westchester's population is accurately counted.

In accordance with Section 5 of the County's Procurement Policy and Procedures, the job description described above was distributed to the County's Complete Count committee and to a number of organizations including many non-profits. Several resumes were received and three candidates were interviewed. Heriberto Contreras was selected because of his extensive community participation experience, his creative solutions to overcoming problems he has

encountered in the past, and his clear knowledge of Westchester and its municipalities and community based organizations.

On November 14 2019, the Board of Acquisition and Contract approved a resolution authorizing the County of Westchester to enter into a grant agreement with the Westchester Community Foundation for an amount totaling \$50,000.00 to provide technical support for community-based originations involved in the 2020 Census.

I recommend approval of this agreement.

NVD/cp/dlv
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/16/2020 - LISA MRHAJ SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Heriberto Contreras, through the Westchester Community Foundation in the amount not to exceed \$50,000.00, to be paid pursuant to an approved budget for a period beginning January 20, 2020 and ending July 31, 2020, to provide consultant services in order to coordinate the 2020 Census efforts for Westchester County. The consultant will provide the following activities including, but are not limited to, executing daily census operations of the County & Westchester Complete Count Committee; providing materials and resources for Community Based Organizations and local governments engaged in Census operations; developing and implementing innovative strategies to reach and engage hard to count populations; supervising programs and volunteers where applicable; and coordinating with local municipalities and their Complete Count Committees, and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any agreements, documents and take any actions necessary to effectuate purposes hereof.

Account to be
Charged/Credited
Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	
Fund	Dept.	Or Unit			Dollars
263	19	V002	4380	G002	\$50,000

Budget Funding Year(s) FY 2019 Start Date: January 20, 2020 End Date: July 31, 2020
(must match resolution)

Funding Source Tax Dollars _____
State Aid _____
Federal Aid _____
Other \$50,000

\$50,000
(must match resolution)