



George Latimer  
Westchester County Executive

Benjamin Boykin II  
Chairman,  
Westchester County Board of  
Legislators

**ID# 79455**

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

**FROM:** Honorable Benjamin Boykin II  
Chairman, Westchester County Board of Legislators

and

Honorable George Latimer  
Westchester County Executive

**DATE:** August 14, 2020

**SUBJECT:** Resolution to exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof the procurement of 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.

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The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to exempt from the application of the Westchester County Procurement Policy and Procedures the procurement of 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, 2020 and continuing through December 31, 2020, for an amount not-to-exceed Forty-Two Thousand Twenty-Four and 00/100 Dollars (\$42,024.00).

Pursuant to the terms of the proposed Agreement, CRC will provide the BOF program to create pathways of opportunities for Hispanic and low-income communities in Westchester County by 1) instilling vital life and career skills through programs such as the English as a Second Language program, 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.

Ordinarily, under Section 5(b) of the Procurement Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing the required services. However, since its establishment in 1998, CRC has become one of the leading community-based organizations in Westchester County assisting new immigrant families. CRC provides a host of educational programs, case management and referral services and advocates for immigrants and low-income families in need. In the past year, CRC has served an estimated of 4,000 adults and children in three primary areas: (i) Case management / social services; (ii) Educational programs and workshops; and (iii) Worker Center -job placement for men and women seeking employment.

Pursuant to Section 3(a)xxi the Westchester County Procurement Policy and Procedures is not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with such policy would not be in the best interests of the County. Because CRC has the necessary experience and expertise to provide these vital support services to Hispanic and low-income communities 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 the proposed Agreement with CRC from the application of the procedural requirements of the Westchester County Procurement Policy and Procedures.

Attached for your consideration is a proposed Resolution.

BB/CMC

Attachment

# RESOLUTION

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

**RESOLVED**, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, 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 of Westchester in connection with the procurement of 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.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION, SECRETARY