

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

88955

DATE: November 17, 2021

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner

SUBJECT: Authority for the County of Westchester ("County") to exercise the first of its three one (1) year options to renew an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the provision of Educational Advocacy Services for Homeless Families by extending the term of the contract for one (1) additional year from January 1, 2022 through December 31, 2022 for an amount not to exceed \$343,516, payable pursuant to an approved budget.

By resolution approved on February 21, 2019 (the "February 21st Resolution"), your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services (the "Department"), to enter into an agreement with the Urban League, pursuant to which the Urban League would provide Educational Advocacy Services for Homeless Families for an initial three (3) year term commencing on January 1, 2019 and continuing through December 31, 2021, for an amount not-to-exceed \$269,371 per year, for a total aggregate amount not to exceed \$808,113, payable in accordance with an approved budget (the "Agreement"). The February 21st Resolution further provided that the County, at its sole option, could renew the Agreement for up to three (3) additional one (1) year periods, payable in accordance with the approved option year budgets submitted by the Urban League in its proposal. The Agreement was subsequently executed.

The County now seeks authority to exercise the first of its three one (1) year renewal options to renew the Agreement with the Urban League for the period from January 1, 2022 through December 31, 2022. Accordingly, authority is respectfully requested for the County to exercise the first of its three options to renew the Agreement with the Urban League for the provision of Educational Advocacy Services for Homeless Families, by extending the term of the contract

for one (1) additional year commencing on January 1, 2022 and continuing through December 31, 2022 for a total amount not to exceed \$343,516 payable in accordance with an approved budget.

The Department previously complied with sections 6 and 13 of the Westchester County Procurement Policy. On November 7, 2018, the Department issued a Request for Proposals (“RFP”) to solicit proposals from qualified individuals or agencies to provide Educational Advocacy Services for Homeless Families. The RFP was posted on the County website, was advertised in the Journal News and New York Times, and was emailed to various service providers. Despite these efforts, only one proposal was received, from the Urban League. After a careful review of the Urban League’s proposal with reference to the evaluation criteria set forth in the RFP, the Urban League was selected because: 1) it met all of the evaluation criteria specified in the RFP; 2) its experience in providing educational advocacy services to the County in the past; 3) its understanding of the laws and regulations governing the provision of said services; and 4) its provision of a detailed plan to engage families and manage services.

It should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, also performed a cost analysis of the costs for the County’s first option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is therefore economically prudent to exercise the County’s option under the Agreement in order to obtain these services for the period from January 1, 2022 through December 31, 2022.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement, shall remain in full force and effect upon the parties.

The Agreement will serve a public purpose by ensuring that that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

The goals and objectives of this Agreement are to operate a program to provide services to facilitate the completion of educational designation, case counseling, school registration, education compliance and coordination of school transportation for homeless school-aged students.

The goals and objectives are in the best interests of the County because these services will ensure the timely and seamless transition of educational services for homeless school-aged youth relocating to transitional housing. The goals and objectives will be tracked and monitored by the Department.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

LGT/TL/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/02/2021 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend an agreement with Urban League of Westchester County, Inc. (the "Urban League") in order to exercise the first of its three one (1) year options to renew an agreement for the provision of Educational Advocacy Services for Homeless Families (the "Agreement"), by extending the term of the agreement for one (1) additional year from January 1, 2022 through December 31, 2022 for a total amount not to exceed \$343,516, payable in accordance with an approved budget; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement, shall remain in full force and effect upon the parties; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/02/2022 RAYMOND SCULLY SECRETARY

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5630	N/A	\$343,516

Budget

Funding Year(s): 2022
(must match resolution)

Start Date: 1/1/2022

End Date: 12/31/2022

Funding Source

Tax Dollars: 0%

State Aid: 0%

Federal Aid: 100%

Other:

\$343,516

(must match resolution)

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