

#91917

Date: March 17, 2022

To: Board of Acquisition and Contract

From: Tejash V. Sanchala, Esq.
Executive Director

Re: Resolution to exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, the procurement of an agreement with KPFC, LLC pursuant to which KPFC, LLC will conduct a needs assessment study for the Asian American Advisory Board to determine existing resources and assess unmet needs in the Asian American and Pacific Islander community.

Authority is hereby requested from your Honorable Board to exempt the procurement of an agreement with KPFC, LLC (“KPFC”) from the Westchester County Procurement Policy and Procedures (“Procurement Policy”) pursuant to Section 3(a) xxi thereof.

Pursuant to the terms of the proposed agreement, KPFC will conduct a needs assessment study for the County’s Asian American Advisory Board to determine existing resources and assess unmet needs in the Asian American and Pacific Islander (“AAPI”) community in Westchester County. Data obtained from the study will be used to prepare a report outlining KPFC’s findings. The contract with KPFC will be administered by the Westchester County Human Rights Commission. The term of the proposed agreement will commence on February 1, 2022 and terminate on December 31, 2022. In consideration for services rendered, the County will pay KPFC an amount not-to-exceed \$10,000.00.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing such services, and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, my office has been advised of the following information: Sheila Klatzky holds a Ph.D. in sociology from the University of Chicago (specializing in research methodology), and had tenure at The University of Wisconsin-Madison and Fordham University before deciding to leave the academic world. Dr. Klatzky is published in numerous professional publications, including the *Journal of the American Statistical Association*, the *American Journal of Sociology* and others. Her dissertation was published as a research monograph by the American Sociological Association. She has conducted primary research (interviewing, survey design and administration) and demographic research (using Census data and data from published sources) for non-profit organizations including Sister to Sister International. A longtime Westchester resident, Dr. Klatzky has conducted both a needs assessment as well as impact assessment for the Westchester Women's Agenda.

Pursuant to Section 3 (a) (xxi) of the Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the Procurement Policy would not be in the best interests of the County, the requirements of the Procurement Policy may be waived. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the County Procurement Policy.

Your Honorable Board's approval of the annexed resolution is respectfully requested.

TVS/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/31/2022 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the Executive Director of the Westchester County Human Rights Commission, be it hereby

RESOLVED, that pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy and Procedures, it is 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 KPFC, LLC pursuant to which KPFC, LLC will conduct a needs assessment study to determine existing resources and assess unmet needs in the Asian American and Pacific Islander community in Westchester County.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/31/2022 - PAYMONI SULKY, SECRETARY