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To: Honorable Members of the Board of Acquisition and Contract

From: Honorable Kenneth W. Jenkins
Westchester County Executive
Robin Schlaff
Director, Office for Women

Date: March 12, 2025

Subject: Resolution to exempt the procurement of an agreement with Hudson Valley Justice Center, Inc. pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy.

Authority is hereby requested from your Honorable Board to exempt the procurement of an agreement (the "Agreement") between the County of Westchester, acting by and through its Office for Women, (the "County") and Hudson Valley Justice Center, Inc. ("HVJC"), pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy. HVJC will provide legal assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars in Mount Vernon, for a term commencing on January 1, 2025 and continuing through December 31, 2025, with the County having the option, in its sole discretion, to renew the Agreement for up to two (2) additional one (1) year renewal periods, subject to the same terms and conditions as the initial Agreement.

Ordinarily under Section 6 of the Westchester County Procurement Policy, the County is required to solicit competitive proposals for a procurement expected to cost \$150,000.00 or more for these type of services, through a request for proposals ("RFP"). However, HVJC's exclusive focus on legal assistance to low income immigrants of the Hudson Valley makes it uniquely qualified to provide these services. Immigrants seeking legal relief have extra burdens such as language and cultural barriers vis-à-vis using the courts and the legal system. Because of immigration issues, they may be fearful of the legal system. HVJC provides legal assistance to keep these individuals from having to remain dependent on social service systems and help them mainstream into the American culture. Furthermore, HVJC has successfully provided these services under contracts administered through the Office for Women since 2015.

The proposed Agreement will serve a public purpose by providing legal services to low-income immigrant residents of southern Westchester County. HVJC will provide legal

assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Given HVJC's experience, capabilities, and past work for the County, it is proposed that the best interests of the County would be served by again exempting the procurement of the proposed Agreement from the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

We respectfully recommend the adoption of the attached resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/20/2025 - RAYMOND SCULKA, SECRETARY

RESOLUTION

Upon a communication from the Westchester County Executive and the Director of the Office for Women, be it hereby

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester, acting by and through its Office for Women, in connection with the procurement of an agreement with Hudson Valley Justice Center, Inc. ("HVJC"), for a term commencing on January 1, 2025 and continuing through December 31, 2025, with the County having the option, in its sole discretion, to renew the agreement for up to two (2) additional one (1) year renewal periods, subject to the same terms and conditions as the initial agreement, pursuant to which HVJC will provide legal assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars in Mount Vernon.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/20/2025 BY MOUNTAIN COUNTY SECRETARY