

110688

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: Authority to enter into an agreement with Hudson Valley Justice Center, Inc., pursuant to which it 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 from January 1, 2025 through December 31, 2025, for an amount not to exceed \$180,238, 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.

Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Office for Women (the "County"), to enter into an agreement (the "Agreement") with Hudson Valley Justice Center, Inc. ("HVJC"), 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, for a term commencing on January 1, 2025 and continuing through December 31, 2025, for an amount not to exceed \$180,238, with the County having the option, in its sole discretion, to renew the Agreement for up to two (2) additional terms of one (1) year renewal periods, subject to the same terms and conditions as the initial Agreement.

HVJC may submit an invoice within thirty (30) days of execution of the Agreement for \$36,047 (which equals 20% of the not-to-exceed amount). The remaining \$144,191 will be payable within thirty (30) days upon the submission of quarterly invoices, pursuant to an approved budget.

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 are to provide legal assistance to poor and low-income Westchester County immigrant residents who cannot afford an attorney, regardless of immigration status, where basic human needs are at stake. The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board's consideration via separate resolution.

We respectfully recommend the adoption of the attached resolution.

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

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Hudson Valley Justice Center, Inc. ("HVJC"), 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, for a term commencing on January 1, 2025 and continuing through December 31, 2025, for an amount not to exceed \$180,238, with the County having the option, in its sole discretion, to renew the Agreement for up to two (2) additional terms of one (1) year renewal periods, subject to the same terms and conditions as the initial Agreement; and be it further

RESOLVED, that HVJC may submit an invoice within thirty (30) days of execution of the Agreement for \$36,047 (which equals 20% of the not-to-exceed amount). The remaining \$144,191 will be payable within thirty (30) days upon the submission of quarterly invoices, pursuant to an approved budget; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; 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.

Account to be charged/credited:

Fund	Dept	Major Program, Program & Phase, or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
101	52	2092	5100	N/A	\$180,238	2025

Budget Funding Year(s): 2025
(must match resolution)

Start Date: 1/1/2025 End Date: 12/31/2025

\$180,238
(must match resolution)

Funding Source: Tax Dollars \$180,238
State Aid _____
Federal Aid _____
Other _____

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