

Robert P. Astorino
County Executive

Department of Social Services

Grant E. Mitchell, M.D. Acting Commissioner

13547

DATE: August 5, 2010

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Grant E. Mitchell, M.D. Acting Commissioner
Department of Social Services

SUBJECT: Authority to amend an agreement with Hospitality Resource Group, Inc. to administer customized programs to individuals lacking English language proficiency skills to increase their English language proficiency and improve their vocational skills under the Hudson Valley Language English Proficiency Partnership (“LEPP”) by: 1) extending the end date of the agreement from March 31, 2010 to September 30, 2010; and 2) increasing the not to exceed amount thereunder by \$28,044 from an amount not to exceed \$76,979.60 to a new total not to exceed \$105,023.60

By resolution approved on December 17, 2009 (the “December 17th Resolution”), your Honorable Board authorized the County, acting by and through the Department, to enter into an agreement with Hospitality Resource Group, Inc. (“HRG”) to administer customized programs to individuals lacking English language proficiency skills to increase their English language proficiency and improve their vocational skills under the Hudson Valley Language English Proficiency Partnership (“LEPP”) for the period from December 1, 2009 through March 31, 2010. Though your Honorable Board authorized an amount not to exceed \$105,590 through the aforesaid resolution, the actual agreement with the vendor was for an amount not to exceed \$76,979.60 (the “HRG Agreement”).

The HRG Agreement is fully funded through a grant from the New York State Department of Labor (“NYSDOL”). The Department has been notified by NYSDOL of an extension of the end date of the aforesaid grant from March 31, 2010 to September 30, 2010. Accordingly, the Department also wishes to extend the term of the HRG Agreement to make it consistent with the grant’s end date. In addition, the Department would like to increase the not-to-exceed amount by \$28,044 from an amount not to exceed \$76,979.60 to a new total not to exceed \$105,023.60. There will not be additional funding from The NYSDOL. The additional funding in the amount of \$28,044 is the unspent fund from some of the program participants which is being reallocated to HRG to provide ESL training to employees of ready, willing and able business partners in Westchester County.

Therefore, authority is respectfully requested for the County to amend the HRG Agreement to (1) extend the end date from March 31, 2010 to September 30, 2010; and (2) increase the not-to-exceed amount authorized thereunder by an additional **\$28,044** from an amount not-to-exceed of \$76,979.60 to a new amount not-to-exceed of **\$105,023.60**. The additional funding will be used to provide three additional classes.

Except as specifically amended hereby, all remaining terms and conditions set forth in the HRG Agreement shall remain in full force and effect.

The proposed agreement will serve a **public purpose** by assisting those with little or no English language proficiency to attain or improve their language proficiency and thereby, improve their employability as well as their economic status.

The goals and objectives of the agreement are to provide a customized training program to increase English language proficiency and improve the vocational skills of workers in accordance with the goals established by LEPP.

The goals and objectives of this agreement are in the best interest of the County in terms of fiscal responsibility because NYSDOL is providing funds to address the limited English proficiency among some workers in the County and the Hudson Valley region. Further, the goals and objectives of this agreement are in the best interest of the County as this training will help limited English speakers improve their employability and their ability to communicate with English speaking co-workers at work. The program will open doors for better jobs and better economic conditions for the participants.

The goals and objectives of the HRG agreement will be tracked and monitored via the computerized One Stop Operating Case Management System. Success or failure will be measured through the monthly reports from the program staff and the training providers that will include the number of workers assessed, the number trained, and the status of Vocational English as a Second Language ("VESL") curriculum development.

The proposed agreement with HRG is exempt from the procedures of the Westchester County Procurement Policy pursuant to Section 3(a)(ix).

Accordingly, I most respectfully recommend approval of the attached resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
DOMINIC VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services Office of Workforce Investment, is hereby authorized to amend an agreement with Hospitality Resource Group, Inc. (“HRG”) pursuant to which HRG was to administer customized programs to individuals lacking English language proficiency skills to increase their English language proficiency and improve their vocational skills under the Hudson Valley Limited English Proficiency Partnership (“LEPP”) for an amount not-to-exceed \$76,979.60 for a period from December 1, 2009 through March 31, 2010 (the “HRG Agreement”), by: (1) extending the end date of the agreement from March 31, 2010 to September 30, 2010, and (2) increasing the total not-to-exceed amount authorized thereunder by an additional \$28,044 from an amount not-to-exceed of \$76,979.60 to a new total not-to-exceed amount of \$105,023.60 to cover the cost associated with three additional classes; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions set forth in the original agreement shall remain the same; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby empowered to execute all documents and take all actions necessary to effectuate the purposes hereof.

Original HRG Agreement:	\$76,979.60
This Amendment	\$28,044.00
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Total HRG Agreement Amount:	\$105,023.60

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	878H	7335	T878	\$28,044

Budget Funding Year(s): 2008 (Grant Year) Start Date: N/A End Date: 09/30/10
 (must match resolution)

Funding Source: Tax Dollars:

State Aid:
 Federal Aid: 100%
 Other:

\$28,044
 (must match resolution)