

**Robert P. Astorino**  
County Executive

Department of Social Services  
Grant E. Mitchell, MD  
Acting Commissioner

14703

**DATE:** November 29, 2010

**TO:** Board of Acquisition and Contract

**FROM:** Grant E. Mitchell, MD  
Acting Commissioner, Department of Social Services

**SUBJECT:** Authority to enter into an agreement with Mina Malin Consulting Group, Inc. to serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program, for the period October 1, 2010 through April 30, 2011, in an aggregate amount not-to-exceed \$38,899

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Attached for your Honorable Board's consideration is a resolution which, if approved, would authorize the County of Westchester ("the County") to enter to enter into an agreement (the "Agreement") with Mina Malin Consulting Group, Inc., ("MMCG") pursuant to which MMCG will serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program, for the period October 1, 2010 through April 30, 2011, in an aggregate amount not-to-exceed \$38,899 pursuant to an approved budget. The Agreement will be funded under a grant provided by the New York State Department of Labor ("NYSDOL") under "#13N Regional Strategies for Economic Transformation through a Cluster or Cluster-Based Approach."

In 2008, the County's Department of Social Services, Office of Workforce Investment (the "Department"), acting on behalf of the Westchester/Putnam Local Workforce Investment Board ("WPLWIB"), was awarded a grant to a create the Hudson Valley Green Talent Pipeline Program (the "Partnership"), consisting of a comprehensive team of strong organizations, including various economic development agencies, higher education institutions, local workforce investment boards, and both private and public employers from the entire Hudson Valley Region that were dedicated to addressing the needs of the 'green' jobs in the region. The purpose of the Green Talent Pipeline program is to create a regional strategy that will enhance the Hudson Valley Region's global competitiveness by focusing on talent development and retention activities that integrate workforce development, economic development, and education at the regional level for "green" workers. Since all the goals for the first and second year of the

program were met successfully, DSS received notice from NYSDOL that the Partnership had been approved for another \$500,000 in funding for a third year.

In accordance with Section 6 of the Westchester County Procurement Policy, on July 16, 2010, the Department issued a Request for Proposals to procure an agency to manage and supervise the Hudson Valley Green Talent Pipeline Program, including, without limitation, coordinating and facilitating all meetings with the Steering Committee; the annual wrap up meeting; working with each WIB; monitoring all sub-contracts; business engagements; and submitting monthly progress reports to the Partnership’s Steering Committee.

On August 17, 2010, proposals were received from three agencies: Mina Malin Consulting Group, Janet R. Dugan and Assoc. and Workforce Solutions Inc. The evaluation criteria used to rate the proposals included, among others, respondents’ project management experience and innovativeness, organization, and management capabilities. After a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, Mina Malin Consulting Group was selected for funding based on its offering the lowest price and having the most experience. In addition, it should be noted that Malin Consulting Group is a Minority and Women Owned Business with over twenty eight years of experience in green meeting consultant and project management services

	Stephen Mitchell	Scott Fernquist	Katherine Harris	Christopher Marx	Average Score
Mina Malin	76	83	88	72	79.75
Janet R. Dugan	56	82	73	57	67.00
Workforce Solutions	68	88	89	58	75.75

**The goals and objectives of this contract are to:**

1. Coordinate and facilitate all meetings with the Partnership’s Steering Committee and the Wrap up meeting. This will include sending out meeting announcements, agendas, and handouts for every meeting, and distribution of meeting minutes.
2. Work with each WIB director to host local “green” business forums. The Green Project Manager will assist each local WIB to develop a local partnership that includes higher education institutions and businesses in order to address the needs of the “green” industry in their respective counties.
3. Monitor all sub-contracts under the Partnership’s program to ensure compliance with established outcomes. This will include providing technical assistance and ensuring that each contractor is meeting its performance measures and expenditures. This will require the Green Project Manager to conduct at least two (2) site reviews for each sub-contractor.
4. Engage businesses who would be potential candidates to join the Partnership. The Green Sector Manger is expected to recruit at least fourteen (14) new businesses to the Green Leadership Team, two for each LWIB.

5. Submit monthly progress reports to the Partnership's Steering Committee. The reports should discuss tasks accomplished during the month, business recruitment and meeting minutes.

**The goals and objectives of this contract are in the best interest of the County in terms of fiscal responsibility** because the Green Project Manger will ensure that all training providers are in compliance with federal and state regulations required in the implementation of the regional Green Talent Pipeline. Further, the goals and objectives of this contract are also in the best interests of the County in terms of environmental responsibility because the project will provide opportunities to increase public awareness of the value of caring for the environment at work and otherwise.

**These goals and objectives will be tracked and monitored** via the monthly reports submitted by the contractor. Monthly reports will include tasks accomplished during the month, business recruitment and meeting minutes

An appropriate resolution is herewith attached for your Honorable Board's consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-16-2016 JOMARY WILSON SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is authorized to enter into an agreement with Mina Malin Consulting Group, Inc. pursuant to which the consultant will serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program, for the period October 1, 2010 through April 30, 2011, in an aggregate amount not-to-exceed \$38,899 to be paid pursuant to an approved budget; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	876k	7335	T876	\$38,899

Budget Funding Year(s): 2010 (Grant Year) Start Date: 10/01/10 End Date: 04/30/2011

(Must match resolution)

Funding Source Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

**\$38,899** Federal Aid: 100%

(Must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 2-16-2010 - JOMARY VIEIRA, SECRETARY