

Robert P. Astorino
County Executive

Department of Social Services
Kevin McGuire, Commissioner

16285

Date: January 3, 2011

To: Honorable Members of the Board of Acquisition and Contract

From: Kevin McGuire, Commissioner
Department of Social Services

Re: Authority to exercise the option to extend the agreement with Workforce Strategy Center, Inc., pursuant to which Workforce Strategy Center, Inc. would provide a Sector Partnership Manager to plan, coordinate, implement, and evaluate all Westchester-Putnam Workforce Investment Board ("WPWIB") activities in accordance with the WPWIB industry/sector strategy as outlined in its local workforce investment plan for an additional year beginning January 1, 2011 and ending December 31, 2011, and to increase the not to exceed amount of the agreement by \$50,000 from an amount not to exceed \$70,000 to a new amount not-to-exceed \$120,000

On December 17, 2009, your Honorable Board, authorized the County of Westchester (the "County"), acting on behalf of the Westchester-Putnam Workforce Investment Board ("WPWIB"), to enter into an agreement with Workforce Strategy Center, Inc. ("Workforce Strategy Center"), pursuant to which Workforce Strategy Center would provide a Sector Partnership Manager to plan, coordinate, implement, and evaluate all WPWIB activities in accordance with the WPWIB's local workforce investment plan, for an amount not-to-exceed \$70,000 to be paid pursuant to an approved budget under funding received from the 2009 Workforce Investment Act - American Response and Recovery Act, for the period January 1, 2010 through December 31, 2010 with the County reserving an option to extend the agreement for one additional year. This agreement was executed.

Authority is now being requested from your Honorable Board to exercise the option to extend the term of the aforesaid agreement with Workforce Strategy Center, Inc. for an additional year beginning January 1, 2011 and ending December 31, 2011 and to amend the agreement by increasing the not to exceed amount by \$50,000 to cover the costs associated with

the services to be provided during the extended term, from an amount not to exceed \$70,000 to a new total amount not to exceed \$120,000 to be paid pursuant to an approved budget. The proposed extension would enable the Workforce Strategy Center, Inc. to continue providing sector management services by helping in the development of strong relationships with local businesses and the identification of key needs, training, and other factors that affect high-growth industries such as healthcare, green jobs, construction trades, finance and banking and hotel and hospitality. The proposed agreement will serve a **public purpose** by helping to provide for better coordination of services for job-seekers, advancement opportunities in the careers of incumbent workers and a skilled County workforce, which will, in turn, help benefit the economy of the County.

The goals and objectives of this proposed agreement are:

1. Recruit, orient, and manage the project working group of targeted sectors to include healthcare, “green” jobs, construction trades, finance and banking, and hotel and hospitality.
2. Implement and manage critical paths/milestones and monitoring mechanisms for the project.
3. Manage all meetings of the working group.
4. Develop an evaluation process for the project.
5. Participate in presentations about the project to the WPWIB, the WPWIB’s Board of Directors and to other related parties as required.
6. Work with One Stop business services staff to streamline services to businesses
7. Develop a statistical strategic plan and analysis.

The contractor was successful in meeting the obligations under this contract during the performance period to establish sector partnerships in healthcare, green, hotel and hospitality, finance and banking and bio tech. Industry surveys were developed and implemented. The preliminary results are now available. As a result of this work, several training initiatives have been developed: businesses participated in the Summer Youth Employment program of 2010 and new businesses are participating in the program, including registering on its new website, listing jobs and accessing other services.

The contractor was also successful through completion of the following activities:

1. The drafting of a vision statement and memorandum of understanding for the project.
2. Developing a gap analysis of the Healthcare, Finance, Hospitality and Green Job Sectors which led to the completion of a survey to determine employer needs. Forty-four (44) employers responded to the survey.
3. Eighteen (18) employers have attended sector partnership meetings.
4. Meetings have been conducted that have included 22 stakeholders playing a key role in the development of the project.

5. There have been twelve (12) meetings conducted through the year, Two (2) with all of the Sector Leads and Ten (10) individual sector groups.

The goals and objectives of this proposed agreement are in the best interests of the County in terms of fiscal responsibility because the contractor will recruit at least 40 employers to participate in developing strategies for hiring and retaining a highly skilled workforce, which will assist more local residents in obtaining jobs, retaining their employment with increased skills, or obtaining jobs that require additional skills which will, in turn, contribute to the County's economic base.

The goals and objectives of this proposed agreement will be tracked and monitored via the monthly reports submitted by the contractor which will include the number of businesses engaged and recruited to the partnership, business surveys, and information about meetings held.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 2-17-2011 - JOMAR VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting on behalf of the Westchester-Putnam Workforce Investment Board ("WPWIB"), is hereby authorized to exercise the option to extend the agreement with Workforce Strategy Center, Inc. ("Workforce Strategy Center"), pursuant to which Workforce Strategy Center, Inc. will provide a Sector Partnership Manager to plan, coordinate, implement and evaluate all Westchester-Putnam Workforce Investment Board ("WPWIB") activities in accordance with the WPWIB's plan for another additional year beginning January 1, 2011 and ending December 31, 2011. Authority is also granted to amend the agreement such that the not to exceed amount is increased by \$50,000 to cover the costs associated with the services to be provided during the extended term, making the new total not to exceed, including the original contract and first extension, \$120,000, to be paid pursuant to an approved budget; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the original agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Original Contract Amount:	\$ 70,000
This Extension	<u>\$ 50,000</u>
Total	\$120,000

APPROVED BOARD OF ACQUISITION & CONTRACTS - 2-17-2011 - JOMAR V. PERA, SECRETARY

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2010	275	22	402K	7340	T402	\$50,000

Budget Funding Year(s): 2010 Start Date 01/01/11 End Date: 12/31/11
(must match resolution)

Funding Source
\$50,000
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid: 100%
Other

APPROVED BOARD OF ACQUISITION & CONTRACT - 2-17-2011 - JOMARY VIEIRA, SECRETARY