

25166

February 29, 2012

TO: The Board of Acquisition and Contract

FROM: Mary Kate Cabaleiro, Coordinator
Westchester County Youth Bureau

RE: Authority to enter into an Agreement with Hudson River Museum, Inc. to operate the Junior Docent – Economic Security program for the program period January 1, 2012 through December 31, 2014 in a total amount not to exceed \$207,693

Authority is hereby requested for the County of Westchester to enter into an Agreement with Hudson River Museum, Inc. to operate the Junior Docent – Economic Security program for the program period January 1, 2012 through December 31, 2014 in a total amount not to exceed \$207,693, pursuant to an approved budget. Funding for this program will be provided by the County in the amount of \$135,000 and by the agency in the amount of \$72,693. The funding amount per year will not exceed \$69,231, comprised of \$45,000 of County funding and \$24,231 agency match.

This program will serve 60 youth ages 14 to 21. The program is designed to address unemployment and the lack of job/career/college readiness skills by making available economic security related services, opportunities and supports by providing job training, college exploration and readiness and work readiness.

Outcome:

50 out of 60 youth enrolled in our program will have the skills, attitudes and competencies to enter college, the workforce or other meaningful activities as measured by pre and post written evaluations, visitor comments, one-on-one meetings with Jr. Docents and weekend narratives.

The outcome as stated above will be tracked and monitored through monthly, quarterly and annual reports, Report Cards and by bi-yearly site visits from Youth Bureau Program Monitors.

This program was previously funded in the last round of funding for 2009 – 2011. The outcomes from that funding cycle are as follows:

Of the 50 youth who participated in the Junior Docent program, 49 improved their verbal communication skills as measured by program staff observations, written evaluations, and journal logs. This includes being able to: 1. Speak in front of peers and adult and child visitors, 2. Give tours and teach workshop projects, and, 3. Gather information and present it in a clear and direct manner. *Please note: The total number of Junior Docents served increased in November by 23 to have an annual total of 73. The 23 new Junior Docents were not evaluated for these outcomes due to their being new to the program.*

Of the 25 youth who participated in the College Prep series, 13 were better prepared for college as reported in pre- and post-evaluations. They reported: 1. Greater knowledge of scholarship opportunities, 2. Better understanding of admission expectations, 3. Increased ability to write a stronger personal statement, and, 4. Increased confidence in filling out applications and financial paperwork.

Of the 50 youth who participated in Junior Docent weekend work sessions, 46 increased their leadership abilities as measured by exit surveys, journals, and staff observations as they progressed through one or more of the program's following leadership development stages: 1. Demonstrated ability to speak publicly in front of peers; 2. Ability to question, interpret, and facilitate conversation about a work of art; 3. Ability to organize and present a hands-on workshop or tour for their peers in preparation for conducting tours and workshops for the public; and, 4. Confidence in giving tours and leading workshops for children and adult visitors on weekends. *Please note: The total number of Junior Docents served increased in November by 23 to have an annual total of 73. The 23 new Junior Docents were not evaluated for this outcome due to their being new to the program.*

This Agreement is exempt from the Westchester County Procurement Policy pursuant to section 3(a)xviii thereof. Nevertheless, in 2011 the Youth Bureau issued an RFP to cover the program years 2012 – 2014. This agency is one of 39 agencies that submitted a proposal in response to the RFP. After careful evaluation, the agency listed above was selected by the Youth Bureau for funding as part of the Youth Bureau's Resource Allocation Plan. The agency has agreed to be bound by the proposal they submitted for the full three-year period.

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

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
JOMAR V. VILLALBA, SECRETARY

RESOLUTION

Upon a communication from the Coordinator of the Westchester County Youth Bureau, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an Agreement with Hudson River Museum, Inc. to operate the Junior Docent – Economic Security program for the program period January 1, 2012 through December 31, 2014 in a total amount not to exceed Two Hundred Seven Thousand Six Hundred Ninety Three (\$207,693) Dollars, to be paid pursuant to an approved budget; and be it further

RESOLVED, that the funding amount per year will not exceed Sixty Nine Thousand Two Hundred Thirty One (\$69,231) Dollars per year, inclusive of County funding and Agency match requirement; 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 Agreements. 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 that Contractor shall have the right to terminate their Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

	Fund	Dept. code	Unit #	Object/ Sub Object	Trust Account	Dollars
Account to be charged/credited						
<u>2012</u>	101	11	0400	4380		\$45,000
<u>2013</u>	101	11	0400	4380		\$45,000
<u>2014</u>	101	11	0400	4380		\$45,000

Budget Funding Year(s) 2012-14 Start Date January 1, 2012 End Date December 31, 2014
 (must match resolution)

2012 Funding Source Tax Dollars \$45,000
\$ 69,231 Other \$24,231 (provided by the agency)
 (must match resolution)

2013 Funding Source Tax Dollars \$45,000
\$ 69,231 Other \$24,231 (provided by the agency)
 (must match resolution)

2014 Funding Source Tax Dollars \$45,000
\$ 69,231 Other \$24,231 (provided by the agency)
 (must match resolution)