



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

39258

DATE: March 21, 2014
TO: Board of Acquisition and Contract
FROM: Kevin McGuire, Commissioner
Department of Social Services

SUBJECT: Authority for the County of Westchester to exercise its first option under an agreement with the Business Council of Westchester (“BCW”) pursuant to which the BCW develops and coordinates a College Internship Clearinghouse Program by extending the agreement for another year starting March 1, 2014 and ending February 28, 2015 and increasing the not to exceed amount the Agreement by \$25,000

Pursuant to a Resolution approved on March 14, 2013, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services/Office of Workforce Investment (the “Department”) on behalf of the Westchester Putnam Workforce Investment Board, to enter into an Agreement with the Business Council of Westchester (“BCW”) pursuant to which the BCW develops and coordinates a College Internship Clearinghouse Program (“Agreement”) for the period March 1, 2013 through February 28, 2014 for an amount not to exceed \$40,000 with the County having the option to extend the contract for two one-year terms. The contract was subsequently executed. It should be noted that the contract was executed for a lower not to exceed amount in the amount of \$25,000.

Authority is now requested for the County to exercise its first option under the Agreement to extend the term for an additional year starting March 1, 2014 and ending February 28, 2015 and to increase the not-to-exceed amount of the Agreement by \$25,000 from an amount not to exceed \$25,000 to new total not to exceed \$50,000. Because your Honorable Board already authorized \$40,000 through the previous resolution approved on March 14, 2013 and the contract was executed only for \$25,000, authority is requested for an increase of only \$10,000 to what was already approved by your Honorable Board through the resolution approved on March 14, 2013.

The Department selected the BCW pursuant to a Request for Quotations issued by the Department on behalf of the Westchester Putnam Workforce Investment Board on November 30, 2012 which resulted in two quotations and proposals; one from the BCW and the other from Hospitality Resource Group. It was determined that the BCW submitted the most advantageous offer to the County.

Clearinghouse is a collaborative program that includes the local workforce investment system, businesses, local colleges and universities that will generate internship opportunities for college students during their college years. Clearinghouse addresses a countywide concern that because of unemployment and other economic factors, many of the County youth aged 18 – 24 migrate to other communities where jobs may be available. As a result, there is a loss of a potentially talented youth workforce which in the long run could have a significant effect on the County economy.

The BCW is responsible by providing development, coordination and day-to-day operation of Clearinghouse and acts as a broker between colleges, universities, employers and students. Further, the BCW is responsible for creating and maintaining web portal connected to the Westchester Putnam One-Stop Employment Center website.

The agreement serves a public purpose by improving the awareness of youth aged 18 – 24 years of the workplace and increasing their knowledge of available careers and jobs in the County.

The goals and objectives of the agreement are to connect students with County businesses to improve the workforce and to provide internships which may lead to employment opportunities for those students. The Agreement is in the County's best interests in that Clearinghouse will result in the County workforce becoming more knowledgeable of the existing available employment opportunities. Students, through their experiences, will become better prepared for the workforce and future employment opportunities could be developed which would serve as a benefit to the County's economy. The Department shall track and monitor the goals and objectives of the Agreement with BCW through monthly progress reports to ensure that these goals and objectives are being met by BCW.

Except as specifically modified herein, all other terms and conditions of the original agreement shall remain in full force and effect.

Accordingly, I respectfully recommend adoption of the Resolution attached hereto.

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services/Office of Workforce Investment (the "Department") on behalf of the Westchester Putnam Workforce Investment Board, is hereby authorized to exercise its First Option to extend its agreement (the "Agreement") with The Business Council of Westchester ("BCW") pursuant to which BCW provides development and coordination of its College Internship Clearinghouse for an additional year starting March 1, 2014 and ending February 28, 2015; and be it further

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services/Office of Workforce Investment (the "Department") on behalf of the Westchester Putnam Workforce Investment Board, Department is hereby authorized to increase the not-to-exceed amount of the Agreement by \$25,000 from an amount not to exceed \$25,000 to new total not to exceed \$50,000, noting that the Agreement was originally authorized in an amount not to exceed \$40,000 by a resolution approved on March 14, 2013, and thereafter the Agreement was executed for a lower not-to-exceed amount of \$25,000. Therefore, authority is requested for an increase of only \$10,000 to what was already approved by your Honorable Board through the resolution approved on March 14, 2013; and be it further

RESOLVED, that except as specifically modified herein, all other 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 duly authorized designee, is hereby authorized to execute such documents and take such actions as may be necessary and appropriate to effectuate the purposes hereof.

Amount of the Original Resolution:	\$40,000
Amount of this extension:	<u>\$10,000</u>
Total:	\$50,000

APPROVED BOARD OF ACQUISITION & CAPITAL PROJECTS 02/24/2014 JOSEPH VEIRA, SECRETARY

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	401M	7340	T401	\$10,000

Budget Funding Year(s): 2013
(Must match resolution)

Start Date: 03/01/14

End Date: 02/28/15

Funding Source

\$10,000
(must match resolution)

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/24/2014 - JOMARIVEIRA, SECRETARY