



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

40376

Date: May 20, 2014

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Re: Authority for the County of Westchester to amend an agreement (“DSS756-13”) with Program Design and Development, LLC to provide professional grant writing services in order to obtain Federal or State funding for the Department of Social Services in an amount not to exceed \$20,000 for the period July 18, 2013 through July 17, 2014 (the “Agreement”) in order to extend the term through December 31, 2014 and to increase the not to exceed amount by \$20,000.

The County, by and through its Department of Social Services (the “Department”), entered into a short form contract dated October 1, 2013 (“DSS756-13”) with Program Design and Development, LLC to provide professional grant writing services to obtain Federal or State funding in order for the County to enhance and improve services for the children and families served by the Department in an amount not to exceed \$20,000 for the period July 18, 2013 through July 17, 2014 (the “Agreement”).

Authority is now requested to amend the Agreement in order to extend the term through December 31, 2014 and to increase the amount of the Agreement by \$20,000, from an amount not to exceed \$20,000 to a new total amount not to exceed \$40,000. The additional funding is needed to cover the expenses related to additional grant writing required by the Department.

All other terms and conditions of the Agreement shall remain in full force and effect.

The **public purpose** of this agreement is to ensure that the County obtains competitive grant awards to bring in needed planning, services and evaluation monies to County through grants received as a result of the grant writing services provided by the contractor.

The **goal and objective** of the agreement with Program Design and Development, LLC is to provide professional grant writing services to obtain Federal or State funding to improve and enhance services to the children and families served by the Department.

The Consultant's performance will be tracked and monitored by the Department of Social Services.

The contract is exempt from the application of the Federal Common Grant Rules as this falls under the Social Services Block Grant. The Agreement was awarded after written price quotes were received from four proposers in accordance with Section 5 of the Procurement Policy which are attached hereto. The Agreement was awarded to Program Design and Development, LLC, the second lowest price proposal because the Department determined that although slightly higher in cost, they were the most qualified with greater expertise and a better success rate with submitted grant applications being awarded. This extension is being provided at the same rate; therefore the County Procurement Policy has been complied with.

Accordingly, the County of Westchester, acting by and through its Department of Social Services, requests that your Honorable Board approve the attached resolution to amend the agreement with Program Design and Development, LLC to provide professional grant writing services.

KMM/DI

R E S O L U T I O N

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

RESOLVED, that the County of Westchester is hereby authorized to amend an agreement with Program Design and Development, LLC dated October 1, 2014 to provide professional grant writing services in order to obtain Federal or State funding for the Department of Social Services in an amount not to exceed \$20,000 for the period July 18, 2013 through July 17, 2014 (the "Agreement") in order to extend the term through December 31, 2014 and to increase the not to exceed amount by \$20,000 from an amount not to exceed \$20,000 to a new total not to exceed \$40,000; and be it further

RESOLVED, that except as amended hereby, all other terms and conditions of the 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 necessary to implement this Resolution.

Original Contract Amount:	\$20,000
This Amendment:	<u>\$20,000</u>
Total	\$40,000

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	0010	4420	-----	\$20,000

Budget Funding Year(s): 2014
(must match resolution)

Start Date: N/A End Date: 12/31/14

Funding Source
\$20,000
(must match resolution)

Tax Dollars: 20%
State Aid: 46%
Federal Aid: 34%
Other:

Responses to Request for Price Quotes:

PD&D

<u>Amt of grant:</u>	<u>Fee</u>
a)\$0-\$1 mil	a) \$6,000
b)\$1 mil - \$3 mil	b)\$6,000
c) \$3 mil. - \$6 mil	c) \$7,500
d)Above \$6 mil	d)\$9,000

Proposal Pro:

<u>Amt of grant:</u>	<u>Fee</u>
a)\$0-\$1 mil	a)\$5,000
b)\$1 mil - \$3 mil	b)\$5,500
c) \$3 mil. - \$6 mil	c) \$6,500
d)Above \$6 mil	d)\$6,555

Group I&I:

<u>Amt of grant:</u>	<u>Fee</u>
a)\$0-\$1 mil	a) \$16,575
b)\$1 mil - \$3 mil	b)\$25,500
c) \$3 mil. - \$6 mil	c) \$34,000
d)Above \$6 mil	d)\$42,500

Mina Malin:

<u>Amt of grant:</u>	<u>Fee</u>
a)\$0-\$1 mil	a) \$30,000
b)\$1 mil - \$3 mil	b)\$40,000
c) \$3 mil. - \$6 mil	c) \$50,000
d)Above \$6 mil	d)\$60,000

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/12/2014 - JOMARY VIEIRA, SECRETARY