



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

## 46159

DATE: April 15, 2015

TO: Board of Acquisition & Contract

FROM: Kevin McGuire, Commissioner  
Department of Social Services

RE: Authority to enter into an agreement with Hospitality Resource Group, Inc. ("HRG") pursuant to which HRG will develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees, for a term commencing March 1, 2015 and continuing through February 29, 2016 in an amount not-to-exceed \$49,000, pursuant to an approved budget.

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The County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment (hereinafter the "Department"), on behalf of the Westchester-Putnam Local Workforce Investment Board (the "WIB"), seeks authority from your Honorable Board to enter into an agreement with Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG will develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees. The term of the proposed Agreement will commence March 1, 2015 and continue through February 29, 2016. In consideration for services rendered, the County will pay HRG an amount not-to-exceed \$49,000 pursuant to an approved budget.

The "Workplace Attributes Initiative" was established by the WIB, in conjunction with an ad hoc committee, to promote the key workforce attributes that employers seek when hiring employees. These attributes include: Respect, Enthusiasm, Articulateness, Dependability and Initiative. Pursuant to the terms of the proposed Agreement, HRG will develop and test a detailed curriculum targeted at in-school or out-of-school youth, ages 14 to 24, to promote these attributes. The curriculum will be used to teach a traditional in-class course that will include a syllabus, instructional plans, and student assessment methods.

The Department has complied with sections 5 and 13 of the Westchester County Procurement Policy. On November 13, 2014, the Department issued a Request for Proposals ("RFP") to

solicit proposals from public and private non-profit agencies to write and test the 2015 Workplace Attributes curriculum. The RFP was posted on the County and One Stop websites, was advertised in the Journal News, and was emailed to various One Stop partners. Four (4) agencies, HRG, T&J Associates of New Jersey, LLC, Think to Lead, LLC and Public Consulting Group, Inc., submitted proposals in response to the RFP. After a careful review of all four (4) proposals with reference to the evaluation criteria set forth in the RFP, HRG was selected because, although it didn't submit the lowest price proposal (it submitted the second lowest), it was felt by the review committee that HRG had the in-house staff necessary to develop the curriculum to run the program. T&J, which submitted the lowest price proposal (about \$4,000 less the HRG), would have to hire additional staff to write the curriculum.

The Agreement will serve a public purpose by educating youth on the attributes needed to obtain employment.

The goals and objectives of this Agreement are to develop a curriculum targeted at in-school or out-of-school youth, ages 14 to 24, to promote workplace attributes.

The goals and objectives are in the best interests of the County in terms of fiscal responsibility because by promoting workplace attributes, youth will be better prepared to obtain employment, thus reducing unemployment in the County.

The goals and objectives will be tracked and monitored by the WIB.

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

KMM/DB/AT/jpg

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER, WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board (the "WIB"), is hereby authorized to enter into an agreement with the Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG will develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees, for a term commencing March 1, 2015 and continuing through February 29, 2016 for an amount not-to-exceed \$49,000, pursuant to an approved budget; and be it further

RESOLVED, that this Contract is subject to County Appropriation; 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 Agreement. 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 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 either to 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 the Contractor shall have the right to terminate this 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.

Agreement #  
Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	275	22	403P	7338	T403	\$49,000

Budget Funding Year(s): 2015 Start Date: 03/01/2015 End Date: 02/29/2016  
(must match resolution)

Funding Source Tax Dollars:  
State Aid:  
\$49,000 Federal Aid: 100%  
(must match resolution) Other: