



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**46740**

**DATE:** May 13, 2015

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire, Commissioner  
Department of Social Services

**SUBJECT:** Authority for the County of Westchester to exercise its second option under an agreement with the Business Council of Westchester (“BCW”) pursuant to which the BCW agreed to develop and coordinate a College Internship Clearinghouse Program, by extending the term of the agreement for another year starting March 1, 2015 and ending February 29, 2016 and by increasing the not to exceed amount under the Agreement by \$25,000

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Pursuant to a resolution approved on March 14, 2013 (the “March 14<sup>th</sup> Resolution”), your Honorable Board authorized 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 Local Workforce Investment Board (the “WIB”), to enter into an agreement with the Business Council of Westchester (“BCW”) pursuant to which the BCW agreed to develop and coordinate a College Internship Clearinghouse Program 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 additional one-year terms (the “Agreement”). The Agreement was subsequently executed. It should be noted that although an amount not-to-exceed \$40,000 was authorized under the March 14<sup>th</sup> Resolution, the Agreement itself was executed for a lower not to exceed amount of only \$25,000.

Thereafter, by resolution approved on April 24, 2014, your Honorable Board authorized the County to exercise its first option under the Agreement to extend the term thereof 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 amount of \$50,000 (the "First Amendment"). The First Amendment was subsequently executed.

Authority is now requested for the County to exercise its second and final option under the Agreement to extend the term thereof for an additional year starting March 1, 2015 and ending February 29, 2016 and to increase the not-to-exceed amount of the Agreement by \$25,000, from an amount not to exceed \$50,000 to new total not to exceed amount of \$75,000.

It should be noted that effective July 1, 2015, the Workforce Investment Act of 1998 ("WIA") will be replaced with a new workforce scheme known as the Workforce Innovation and Opportunity Act ("WIOA"). Like WIA, WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Under WIOA, the WIB will be replaced by a new entity known as the Westchester Putnam Local Workforce Development Board ("WDB").

The Department selected the BCW pursuant to a Request for Quotations issued by the Department on behalf of the WIB on November 30, 2012 which resulted in two quotations and proposals; one from the BCW and the other from Hospitality Resource Group. Following a review of both proposals it was determined that the BCW submitted the most advantageous offer to the County. Nevertheless, since this contract is paid for with funds subject to the Federal Common Grant Rules, 29 CFR 97.36 (f) requires grantees to perform a price or cost analysis in order to determine whether the price to be paid under the renewal option is reasonable before such an option may be exercised. In an effort to comply with this requirement, my office contacted Westhab, Inc, Westchester Community Opportunity Program, Inc and the Urban League of Westchester and all three agencies pay their program coordinators over \$25,000 a year to handle similar programs.

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 Agreement, as previously amended, shall remain in full force and effect.

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

KMM/AT/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/11/2015 - JIMMY WELLS, SECRETARY

**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 (the "WIB") or its successor board, is hereby authorized to exercise its second option to extend an agreement with The Business Council of Westchester ("BCW") pursuant to which BCW agreed to provide development and coordination of its College Internship Clearinghouse (the "Agreement") for an additional year starting March 1, 2015 and ending February 29, 2016; and be it further

**RESOLVED**, that the County, acting by and through the Department on behalf of the WIB is hereby authorized to increase the not-to-exceed amount of the Agreement by \$25,000, from an amount not to exceed \$50,000 to new total not to exceed amount of \$75,000; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the Agreement, as previously amended, 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 First Amendment	\$10,000
Amount of this extension:	<b><u>\$25,000</u></b>
Total:	\$75,000

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	401P	7340	T401	\$25,000

Budget Funding Year(s): 2015 Start Date: 03/01/15  
(Must match resolution)

End Date: 02/29/16

Funding Source  
**\$25,000**  
(must match resolution)

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