

Robert P. Astorino
County Executive

Department of Social Services
Kevin M. McGuire, Commissioner

47028

DATE: May 27, 2015

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Authority to enter into an agreement with Westhab, Inc. (“Westhab”) pursuant to which Westhab will provide a Re-Entry Employment Program for individuals who have had and/or are involved with the criminal justice system for a term commencing February 1, 2015 and continuing through January 31, 2016 for an amount not-to-exceed \$175,000 pursuant to an approved budget.

Authority is requested from your Honorable Board for the County of Westchester (the “County”), acting by and through its Department of Social Services (the “Department”), on behalf of the Westchester/Putnam Local Workforce Investment Board (“WIB”), to enter into an agreement with Westhab, pursuant to which Westhab will provide a Re-entry Employment Program for individuals who have had and/or are involved with the criminal justice system and residing in Westchester County, for a term commencing February 1, 2015 and continuing through January 31, 2016. In consideration for services to be rendered, the County will pay Westhab an amount not-to-exceed \$175,000 pursuant to an approved budget (the “Agreement”). The County, at its sole option, may renew the Agreement for up to two (2) additional one (1) year periods.

Pursuant to the terms of the Agreement, Westhab will provide recruitment, assessment, case management, job readiness preparation, job placement, follow-up and retention services for individuals who have had and/or are involved with the criminal justice system and residing in Westchester County.

In accordance with Sections 6 and 13 of the Westchester County Procurement Policy, on November 24, 2014, the Department, on behalf of the WIB, issued a Request for Proposals (“RFP”) to solicit proposals from qualified for profit, not-for profit, or public, private corporations, including community and faith-based organizations and municipalities, to provide a Re-entry Employment Program for the period February 1, 2015 through January 31, 2016. 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. An informational meeting was held on December 4, 2014 and the proposal submission due date was January 9, 2015.

The Department received two (2) proposals in response to the RFP. These proposals were received from the following entities: Living Transformation International Center and Westhab, Inc. After a careful review of each proposal with reference to the evaluation criteria contained in the RFP, Westhab was selected because their proposal was the only proposal with a passing grade.

The proposed agreement will serve a public purpose by assisting individuals with a tie to the criminal justice system re-enter the workforce.

The goals and objectives of the proposed agreement are to enable individuals with ties to the criminal justice system obtain employment and start their path toward self-sufficiency.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of no longer depending on the County's financial assistance programs because this program will assist the participants become self-sufficient.

The goals and objectives of the proposed agreement will be tracked and monitored by Workforce Investment Board and One Stop staff.

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

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APPROVED BOARD OF ACQUISITION & CONTRACTS - 06/18/2015 - JOMARY VIEIRA 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, on behalf of the Westchester/Putnam Local Workforce Investment Board, is hereby authorized to enter into an agreement with Westhab, Inc. ("Westhab") pursuant to which Westhab will provide a Re-Entry Employment Program for individuals who have had and/or are involved with the criminal justice system for a term commencing February 1, 2015 and continuing through January 31, 2016 for an amount not-to-exceed \$175,000, payable pursuant to an approved budget (the "Agreement"), with the County reserving an option to renew the Agreement for up to two (2) additional one (1) year terms; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	403P	7338	T403	\$125,000
275	22	402P	7338	T402	\$ 50,000

Budget Funding Year(s): 2015 Start Date: 2/1/2015 End Date: 1/31/2016

(Must match resolution)

Funding Source Tax Dollars:
 State Aid:
\$175,000 Federal Aid: 100%
(Must match resolution) Other: