

48471

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

DATE: August 25, 2015

TO: Board of Acquisition and Contract

FROM: Kevin McGuire
Commissioner of Social Services

SUBJECT: Resolution authorizing the County of Westchester (the "County") to amend its agreement with Proposal Pro, Inc. ("Proposal Pro") pursuant to which Proposal Pro provides grant writing services for the period from June 15, 2015 through September 30, 2015 for amount not to exceed \$15,000 by increasing the not-to-exceed amount by \$7,500 to a new, total not-to-exceed amount of \$22,500 and to approve Group i & i Consultancy, LLC as a subconsultant.

Authority is requested for the County, acting by and through its Department of Social Services (the "Department"), to amend its agreement with Proposal Pro, Inc. pursuant to which Proposal Pro provides grant writing services for the period from June 15, 2015 through September 30, 2015 for an amount not to exceed \$15,000 by increasing the not-to-exceed amount by \$7,500 to a new, total not-to-exceed amount of \$22,500, payable pursuant to an approved budget and subject to appropriation.

This contract serves the **public purpose** of hiring a grant writer to respond to an RFP issued by the US Dept. of Health & Human Services. This grant would help Westchester residents reenter society post release from jail/prison which would lead to employment.

The **goals and objectives** of this contract are to assist Westchester residents find employment which would generate personal income and reduce or eliminate reliance on public support.

The goals and objectives are in the best interest of the County because the funding would help re-integrate Westchester County residents and would lead to employment and self-sufficiency.

The goals and objectives as stated in the resolution will be tracked and monitored by Westchester Putnam Workforce Development Staff assigned to this project.

The Department has complied with Sections 6 and 13 of the Westchester County Procurement Policy. On June 10, 2015, the Department issued an RFQ seeking grant writers from both public and private non-profit agencies to write the Responsible Fatherhood Opportunities for Reentry and Mobility grant. The RFQ was posted on the County and One Stop websites, was advertised in the Journal News and was emailed to nine grant writers. We received two proposals and awarded the grant writing project to the least expensive of the two proposals.

When the Department conducted the RFQ for a grant writer it was unclear from the grant requirements that our proposal needed the following:

- Design and development of full evaluation plan and logic model
- Articulation of research statement and context
- Review of, and discussion about, different versions of program design and proposal narrative
- Preparation of required forms, including IRB, and appendixes, including CVs.

After conducting the RFQ and then participating in grant information sessions, the need for the extra work became apparent. In order to comply with the grant evaluation requirements, Proposal Pro had to retain the services of a subconsultant - Group i & i Consultancy, LLC. The cost to complete the above is \$7,500.00

Accordingly, the County of Westchester is hereby requesting authorization to amend its agreement with Proposal Pro and authority to approve Group i & i Consultancy, LLC as a subconsultant.

A resolution requesting the same is attached for your Honorable Board's approval.

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to amend its agreement with Proposal Pro, Inc. (“Proposal Pro”) pursuant to which Proposal Pro provides grant writing services for the period from June 15, 2015 through September 30, 2015 for an amount not to exceed \$15,000 by increasing the not-to-exceed amount by \$7,500 to a new, total not-to-exceed amount of \$22,500 in order to provide the following additional services:

- Design and development of full evaluation plan and logic model
- Articulation of research statement and context
- Review of, and discussion about, different versions of program design and proposal narrative
- Preparation of required forms, including IRB, and appendixes, including CVs

, and be it further

RESOLVED, that Group i & i Consultancy, LLC is approved as a subconsultant; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to take such actions and execute such documents as may be necessary and appropriate to effectuate the purpose hereof.

Original Contract Amount: \$15,000
This Amendment: \$7,500
 Total \$22,500

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	223P	7338	T223	\$7,500

Budget Funding Year(s): 2014-15 Start Date: 6/15/2015 End Date: 9/30/2015

(must match resolution)

Funding Source

Tax Dollars:

State Aid:

Federal Aid: 100%

\$7,500

(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/15/2015 - JOAN COCCIARDI, SECRETARY