



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**49272**

DATE: October 30, 2015

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner

SUBJECT: Authority to enter into an agreement with Hospitality Resource Group, Inc. pursuant to which Hospitality Resource Group, Inc. will serve as a Business Sector Partnership Manager to organize stakeholders from key industry sectors in the Westchester and Putnam County area to develop plans for addressing their respective workforce needs, for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$46,500 to be paid monthly pursuant to an approved budget.

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Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development (the "Department"), on behalf of the Westchester Putnam Local Workforce Development Board (the "WDB"), to enter into an agreement with Hospitality Resource Group, Inc. ("HRG") pursuant to which HRG will serve as the WDB's Business Sector Partnership Manager (the "Manager") to organize stakeholders from key industry sectors in the Westchester and Putnam County area to develop plans for addressing their respective workforce needs, for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$46,500 to be paid monthly pursuant to an approved budget (the "Agreement"). The County, in its sole discretion, may extend the term of Agreement for three additional one (1) year periods based on HRG's performance, availability of funding and the WDB's determination that this service continues to be a local workforce need.

As your Honorable Board is aware, President Barack Obama signed the Workforce Innovation and Opportunity Act ("WIOA") into law on July 22, 2014. Like its predecessor the Workforce Investment Act of 1998 ("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. In accordance with WIOA section 108, the WDB is required to develop a 4 year strategic plan which describes the strategies and services that will be used in the Local Workforce Development Area. Among the workforce strategies to be employed by the WDB as part of its 4 year strategic plan is to encourage sector partners to share expertise on needs within their industries and help to strategize innovative and effective solutions.

Pursuant to the terms of the proposed Agreement, the Manager will organize stakeholders connected to the various sector industries (including Green/construction, healthcare, hospitality, professional services, manufacturing and biotech/life sciences), to develop plans for addressing their respective workforce, with a particular focus on building new workforce pipelines where skilled worker shortages exist, as well as changing how existing workers are utilized, retrained and compensated in order to maximize long-term productivity.

The Agreement will serve a public purpose by helping unemployed and under employed One Stop Career Centers customers find employment in growing sectors and reduce or eliminate their reliability on government assistance.

The goals and objectives of this program will be help unemployed and under employed individuals find employment in growing sectors to reduce or eliminate their reliability on government assistance.

The goals and objectives of this program are in the best interests of the County in terms of assisting County residents find employment in growing sectors because this would reduce or eliminate their reliability on government assistance.

The goals and objectives will be tracked and monitored by program staff assigned to this project.

The Department has complied with sections 5 and 13 of the Westchester County Procurement Policy. On August 18, 2015, the Department issued an RFQ seeking proposals from public and private non-profit agencies to administer the WIOA Sector Partnership Manager program. The RFQ was posted on the County and One Stop websites, was advertised in the Journal News and was emailed to various One Stop partners. Despite these efforts, only one agency, HRG, submitted a proposal. After a careful review of the proposal with reference to the evaluation criteria set forth in the RFQ, HRG was selected by the review committee based upon the evaluation rating set forth below and satisfactory past performance.

	<b>Funding Amount</b>	<b>John Tierney (Access V-R contractor)</b>	<b>Thom Kleiner (NYS DOL)</b>	<b>Clyde Jones (Westchester County DSS)</b>	<b>Avg Score</b>

Hospitality Resource Group, Inc.	\$46,500	98	95	96	96
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In addition, because only one (1) proposal was submitted, the Department is required under the Federal Common Grant Rules (29 CFR 97.36 (4)) to prepare a cost analysis to determine the reasonableness of the proposed contract price. In an effort to comply with this requirement, my office contacted Westchester County Department of Social Services and the New York State Department of Labor to see if these agencies used comparable vendors or employed staff to perform the same or similar services and the amounts they paid for these services. We learned that both agencies pay between \$83,000 to \$102,000 in salaries plus fringe benefits for similar positions. Accordingly, for the reasons set forth above, we have concluded that awarding the contract to HRG for \$46,500 is reasonable and the most economically prudent way to procure the needed services.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

KMM/AT/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
 COUNTY OF WESTCHESTER, NEW YORK  
 COUNTY CLERK/SECRETARY

## 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, acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester Putnam Local Workforce Development Board (“WDB”), is hereby authorized to enter into an agreement with Hospitality Resource Group, Inc. (“HRG”) pursuant to which HRG will serve as the WDB’s Business Sector Partnership Manager to organize stakeholders from key industry sectors in the Westchester and Putnam County area to develop plans for addressing their respective workforce needs, for the program period October 1, 2015 through September 30, 2016 for an amount not to exceed \$46,500, to be paid monthly pursuant to an approved budget (the “Agreement”); and be it further

**RESOLVED**, that the County, in its sole discretion, may extend the term of the Agreement for up to three additional one (1) year periods based on HRG’s performance, availability of funding and the WDB’s determination that this service continues to be a local workforce need; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	402Q	7338	T402	\$23,250
275	22	403Q	7338	T403	\$23,250

Budget Funding Year(s): 2015-16  
(must match resolution)

Start Date: 10/1/15

End Date: 9/30/16

Funding Source

**\$46,500**

(must match resolution)

Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

Federal Aid: 100%

Other \_\_\_\_\_