

Robert P. Astorino  
County Executive

**51250**

Date: February 24, 2016

To: Honorable Members of the Board of Acquisition & Contract

From: Kevin J. Plunkett  
Deputy County Executive

Re: **Authority to enter into an agreement with the Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! ("Volunteer NY") pursuant to which Volunteer NY will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for the period from January 1, 2016 through December 31, 2016 for an amount not to exceed \$40,000.**

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The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with the Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! ("Volunteer NY") pursuant to which Volunteer NY will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits" (the "Agreement"). The term of the Agreement will commence January 1, 2016 and continue through December 31, 2016. In consideration for services to be rendered, the County will pay Volunteer NY a sum not to exceed \$40,000, payable half upon execution of contract and balance upon receipt of the final report which shall be due thirty days after completion of the contract. The public purpose of the aforesaid agreement is to encourage volunteerism in Westchester County, thereby increasing the ability of local not-for-profits to help provide various services that might otherwise have to be provided by the County.

The goals and objectives for this agreement are, for the "Mobilizing More Volunteers" program, to distribute literature about volunteering including a monthly digital newsletter as well as to refer 3,200 volunteers for new volunteer assignments and for the "Building the Capacity of Local Nonprofits" program, to help ensure that local not-for-profits can handle the significant influxes of volunteers, whether generated by the Volunteer Center's "Mobilizing More Volunteer" program or other programs.

The goals and objectives are in the best interest of the County in terms of its fiscal responsibility because increases in volunteers at local not-for-profits will allow those organizations to assist more people and thereby reduce the burdens that might otherwise fall solely on the County and result in additional costs to taxpayers.

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The goals and objectives for this agreement will be monitored and tracked through quarterly reports which will quantify achievement. Items to be evaluated include the number of pieces of literature about volunteering that were distributed, number of monthly digital newsletters that were distributed, the number of volunteers for new volunteer assignments, the number of unique visitors to the website and the number of volunteers involved in the annual community wide MLK Day of Service. Every three (3) months, the Volunteer Center will provide a quarterly written performance measurement report.

Exemption of this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

Accordingly, we believe this Agreement to be in the best interests of the County, and we most respectfully recommend and urge the adoption of the annexed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/24/2016 LISA M. PAJ, SECRETARY

**RESOLUTION**

Upon a communication from the Deputy County Executive, be it hereby:

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! ("Volunteer NY") pursuant to which Volunteer NY will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for the period January 1, 2016 through December 31, 2016 (the "Agreement"); and be it further

**RESOLVED**, that in consideration for services to be rendered, the County shall pay Volunteer NY a sum not to exceed \$40,000.00, payable half upon execution of contract and balance upon receipt of the final report to the County Executive and Chairman of the Westchester County Board of Legislators which is due thirty days after completion of the contract.

**RESOLVED**, that this Agreement is subject to County appropriations; 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 period of 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 to either 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 is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	52	2508	5100		\$40,000

Budget Funding Year(s) 2016 Start Date 01/01/2016 End Date 12/31/2016

Funding Source Tax Dollars \$40,000

\$40,000  
(must match resolution)

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

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_