



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

53599

DATE: November 29, 2016

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner

SUBJECT: Authority to amend an agreement with Accreditation Guru, Inc. for the provision of cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the Westchester Putnam Local Workforce Development Board for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget, by extending the term of the Agreement from October 1, 2016 through June 30, 2017, at no additional cost to the County.

By resolution approved on October 29, 2015, your Honorable Board authorized 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 Accreditation Guru, Inc. ("AGI") pursuant to which AGI agreed to provide cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the WDB for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

AGI requires additional time to complete all of the required tasks under the Agreement and has requested that the County grant it a no-cost term extension. Accordingly, authority is requested to amend the Agreement with AGI for the provision of cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the WDB for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950, by

extending the term of the Agreement from October 1, 2016 thru June 30, 2017, at no additional cost to the County.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties.

The Agreement will serve a public purpose by providing staff with the necessary guidance to better serve Westchester County residents in need of employment services.

The goals and objectives of this program will be to provide the WDB staff and One Stop Career Centers' staff with the necessary guidance to do a better job.

The goals and objectives of this program are in the best interests of the County in terms of helping the residents of Westchester County obtain better services because this manual will provide the necessary guidance to the WDB staff and the One Stop Career Centers staff.

The goals and objectives will be tracked and monitored by the Workforce Board Director and the One Stop Career Center Manager.

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

KMM/SNL/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 12/29/2016 LISAPRIJAJ, SECRETARY

RESOLUTION

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 amend an agreement with Accreditation Guru, Inc. pursuant to which Accreditation Guru, Inc. will provide cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the WDB for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget (the “Agreement”), by extending the term of the Agreement from October 1, 2016 through June 30, 2017 at no additional cost to the County; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; 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
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A
(must match resolution)

Start Date: 10/01/15 End Date: 06/30/2017

Funding Source
\$N/A
(must match resolution)

Tax Dollars: N/A
State Aid: N/A
Federal Aid: N/A
Other: N/A