

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

57055

DATE: May 10, 2017

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to amend an agreement with The Workplace, Inc., pursuant to which it was to provide 'boot camp' services, by, a.) modifying the scope of services to include additional 'boot camps', b.) increasing the authorized not-to-exceed amount by \$112,000.00, in order to pay for the additional 'boot camps', and c.) modifying the budget in order to allocate the additional funds to be paid for these additional services.

By a resolution approved on August 12, 2015, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with The Workplace, Inc. ("The Workplace"), pursuant to which The Workplace was to provide 'boot camp' services, consisting of personal and career assessment services, financial planning training services, and various training services related to the process of obtaining a job, for a project funded under a grant agreement between the County and the United States Department of Labor for an H1-B Ready to Work Partnership Grant (the "Grant Agreement"), for an amount not-to-exceed \$675,126.00 for the period from July 1, 2015 through October 31, 2018 (the "Agreement"). The Agreement was subsequently executed.

Under the Agreement, The Workplace was to provide 17 separate six-week 'boot camps', which were intended to, in the aggregate, serve at least 425 long-term unemployed ("LTU") individuals and no more than 75 incumbent workers, for a total of 500 individuals served, as specified in the Grant Agreement (the "Participant Targets").

The Workplace has provided the 17 separate six-week 'boot camps'. However, the Participant Targets were not achieved. That is because the seven (7) regional workforce development boards ("WDBs"), and not The Workplace, were responsible for recruiting participants, and all of the WDBs except for Westchester and Orange were unable to recruit the

anticipated minimum of 25 LTU individuals per ‘boot camp’. In order to not risk losing the enrolled LTU individuals while waiting for a full cohort of LTU individuals for each ‘boot camp’, the County advised The Workplace to proceed with fewer-than-anticipated participants for a portion of the ‘boot camps’. Accordingly, the County needs four (4) additional six-week ‘boot camps’ in order to achieve the Participant Targets specified in the Grant Agreement.

Therefore, the County respectfully requests that your Honorable Board authorize the County to amend the Agreement by, a.) modifying its scope of services to include four (4) additional ‘boot camps’, b.) increasing its authorized not-to-exceed amount by \$112,000.00, to a new not-to-exceed amount of \$787,126.00, in order to pay for the four (4) additional ‘boot camps’, and c.) modifying its budget in order to allocate the additional funds to be paid for these additional services (the “First Amendment”).

Under the First Amendment, the County will effectively pay The Workplace \$28,000.00 per ‘boot camp’. This is favorable pricing, as it is a reduction from the effective cost of \$39,713.30 for each of the first 17 ‘boot camps’, because the County will not have to pay any additional costs for the requisite related career mapping, financial coaching and mental health services for the participants in the additional four (4) ‘boot camps’.

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by providing the County with the additional ‘boot camp’ services it needs as part of the work funded by the Grant Agreement.

The goal and objective of the proposed First Amendment is to provide the County with the additional ‘boot camp’ services it needs as part of the work funded by the Grant Agreement.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as the County will receive the additional ‘boot camp’ services it needs and they will be paid for with non-County funds.

The goal and objective of the proposed First Amendment will be tracked and monitored by the staff of the Department.

This procurement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xi) thereof, which exempts “any procurement made pursuant to procurement procedures provided for under any other federal or state law applicable to such procurement”, and Section 13 thereof, which specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. This procurement complies with 2 C.F.R. 200.320(f)(2), which allows for non-competitive procurement when “[t]he public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation,” because these additional, final four (4) boot camps must start no later than this June in order to give the ‘Career Coaches’ and ‘Job Developers’—procured separately, with funds also provided under the Grant Agreement—the time that is needed in order for them to meet the related goals specified under the Grant Agreement.

I respectfully recommend the adoption of the attached Resolution.

KMM/DB/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/08/2017 - LISA MRIJAJ, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to amend an agreement with The Workplace, Inc. (“The Workplace”), pursuant to which The Workplace was to provide ‘boot camp’ services, consisting of personal and career assessment services, financial planning training services, and various training services related to the process of obtaining a job, for a project funded under a grant agreement between the County and the United States Department of Labor for an H1-B Ready to Work Partnership Grant, for an amount not to exceed \$675,126.00, for the period from July 1, 2015 through October 31, 2018 (the “Agreement”) by, a.) modifying its scope of services to include four (4) additional ‘boot camps’, b.) increasing its authorized not-to-exceed amount by \$112,000.00, to a new not-to-exceed amount of \$787,126.00, in order to pay for the four (4) additional ‘boot camps’, and c.) modifying its budget in order to allocate the additional funds to be paid for these additional services (the “First Amendment”); and be it further

RESOLVED, that except as specifically hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; 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	559P	7350	T559	\$112,000

Budget Funding Year(s): 2014 (grant year) Start Date: 07/01/15 End Date: 10/31/18
(must match resolution)

Funding Source
\$112,000
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid: 100%
Other: