



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**57964**

DATE: July 10, 2017

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner

SUBJECT: Authority to amend an agreement with Accreditation Guru, Inc., as previously amended, 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 June 30, 2017 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget, by further extending the term of the Agreement from July 1, 2017 through December 31, 2017 at no additional cost to the County.

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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.

Thereafter, by resolution approved on December 29, 2016, your Honorable Board authorized the County to amend the Agreement with AGI by extending the term thereof from October 1, 2016 thru June 30, 2017, at no additional cost to the County (the "First Amendment"). The First Amendment was subsequently executed.

Since the New York State Department of Labor has yet to issue all of its final regulations concerning the Workforce Innovation and Opportunity Act (“WIOA”), AGI requires additional time to write the Policy and Procedural Manual and has requested a further no-cost term extension. Accordingly, authority is requested to amend the Agreement with AGI, as previously amended, 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 June 30, 2017 for a total aggregate amount not to exceed \$52,950, by further extending the term thereof for an addition six (6) months from July 1, 2017 thru December 31, 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

