

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**58399**

DATE: August 10, 2017

TO: Board of Acquisition and Contract

FROM: Kevin P. Mahon  
Commissioner

SUBJECT: Authority to enter into an agreement with Harquin Graphics, Inc. pursuant to which Harquin Graphics, Inc. will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of the Workforce Innovation & Opportunity Act of 2014 (WIOA) for the period from July 1, 2017 through June 30, 2021 for an amount not-to-exceed \$70,000 per year for a total aggregate amount not to exceed \$280,000.00 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 ("WDB"), to enter into an agreement with Harquin Graphics, Inc. ("Harquin") pursuant to which Harquin will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of WIOA for the period from July 1, 2017 through June 30, 2021 (the "Agreement"). In consideration for services to be rendered under the Agreement, the County shall pay Harquin an amount not to exceed \$70,000 per year for a total aggregate amount not-to-exceed \$280,000.00, to be paid monthly pursuant to an approved budget.

As your Honorable Board is aware, on July 22, 2014 President Barack Obama signed WIOA into law. 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. Like WIA, WIOA requires the services of a One-Stop Operator whose role is to coordinate the service delivery of

required one-stop partners and service providers in the one-stop centers located in the local workforce development area.

The Agreement will serve a public purpose by improving the quality and labor market relevance of workforce investment and education in an effort to provide workers with the skills and credentials necessary to secure and advance in employment with sustaining wages and to provide employers with the skilled workers they need to succeed.

The goals and objectives of this program will be to promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers.

The goals and objectives of this program are in the best interests of the County in terms of fiscal responsibility by increasing the prosperity of workers and employers and the economic growth in Westchester County.

The goals and objectives will be tracked and monitored by the WDB Director and staff.

The Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On May 1, 2017, the Department, on behalf of the WDB, issued a request for quotations (RFQ)<sup>1</sup> to solicit respondents to serve as the One-Stop Operator as described in the RFQ and consistent with the requirements of WIOA and its final regulations. The RFQ was advertised in the local Journal News, posted on the County and One Stop websites and distributed widely via emails and social media to a variety of organizations and individuals locally, statewide and nationally. Several written inquiries were received and written responses were posted on the County and One-Stop websites. On May 19, 2017 an amended version of the RFQ was posted and redistributed. On May 31, 2017, five (5) responses were received in response to the RFQ. On June 8, 2017, members of the WDB's Performance & Accountability Committee reviewed the proposals with reference to the evaluation criteria set forth in the RFQ and rated and scored the submissions as follows:

<b>Respondent</b>	<b>Rate 1</b>	<b>Rater 2</b>	<b>Rater 3</b>	<b>Average Score</b>
Harquin Graphics Inc.	89	97	91	92
Westchester County Association	66	47	39	51
Meta Visions Enterprises Consulting Group, Inc.	0	0	0	Deemed Non-responsive; Provided resumes, provided several questions, but provided no response to the RFQ

<sup>1</sup> Although referred to as an "RFQ", the solicitation document contained all the hallmarks of a full-fledged Request for Proposals.

Maximus	59	59	No score	59
EDSI	55	80	59	65

Based on its having received the highest score from the Performance & Accountability Committee, we respectfully request authorization to enter into a contract with Harquin.

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

KMM/SNL/jpg

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**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, is hereby authorized to enter into an agreement with Harquin Graphics, Inc. (“Harquin”) pursuant to which Harquin will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of the Workforce Innovation & Opportunity Act of 2014 (WIOA) for the period from July 1, 2017 through June 30, 2021 (the “Agreement”); and be it further

**RESOLVED**, that in consideration for services to be rendered, the County shall pay Harquin an amount not to exceed \$70,000 per year for a total aggregate amount not-to-exceed \$280,000.00, to be paid monthly pursuant to an approved budget; 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	402S		T402	\$140,000
275	22	403S		T403	\$140,000

Budget Funding Year(s):2017-21 Start Date: 07/01/2017 End Date: 06/30/2021  
(must match resolution)

Funding Source

**\$280,000**

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other:

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