



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**59538**

DATE: October 23, 2017

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to exercise an option to renew an agreement with the Business Council of Westchester (DSS 459-15) for the provision of a Youth Work Experience Manager by extending the term of the agreement for one (1) additional year commencing on September 1, 2017 and continuing through August 31, 2018 for an amount not-to-exceed \$100,000 to be paid monthly in accordance with an approved budget.

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By resolution approved on October 8, 2015 (the “October 8<sup>th</sup> Resolution”) 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, to enter into an agreement with the Business Council of Westchester (the “Business Council”) pursuant to which the Business Council would serve as the Youth Work Experience Manager and administer the Workforce Innovation and Opportunity Act (“WIOA”) Youth Work Experience program for the program period September 1, 2015 through August 31, 2016 for an amount not to exceed \$130,000, to be paid monthly pursuant to an approved budget (the “Agreement”), with the County reserving an option to renew the Agreement for up to three (3) additional one (1) year periods. The Agreement was subsequently executed.

Thereafter, by resolution approved on July 28, 2016, your Honorable Board authorized the County to amend the Agreement in order to 1) expand the scope of services to include additional youth services for youth from Putnam County attending the 2016 Youth Summit; and 2) increase the not-to-exceed amount under the Agreement by

an additional \$2,400, from an amount not-to-exceed \$130,000, to a new amount not-to-exceed \$132,400 to compensate the Business Council for providing said additional services (the "First Amendment"). The First Amendment was subsequently executed.

Thereafter, by resolution approved on January 5, 2017, your Honorable Board authorized the County to exercise the first of its three options to renew the Agreement for one additional year commencing on September 1, 2016 and continuing through October 31, 2017 for an amount not-to-exceed \$100,000 (the "Second Amendment"). The Second Amendment was subsequently executed.

The Department now desires to exercise the second of its three options to renew the Agreement for one additional year commencing on September 1, 2017 and continuing through October 31, 2018. In consideration for services to be rendered during the renewal term, the County shall pay the Business Council an amount not-to-exceed \$100,000, payable monthly pursuant to an approved budget, thereby increasing the total aggregate not-to-exceed amount under the Agreement, as amended, from \$232,400 to \$332,400.

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

It should be noted that the Department has previously complied with sections 6 and 13 of the Westchester County Procurement Policy. On July 31, 2015, the Department issued an RFP seeking proposals from both public and private non-profit agencies to administer the WIOA Youth Work Experience program. The RFP was posted on the County and One Stop websites, was advertised in the Journal News and was emailed to various One Stop partners. Despite these efforts, only one agency, the Business Council of Westchester, submitted a proposal. After a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, the Business Council was selected by the review committee based upon the evaluation rating and satisfactory past performance.

As your Honorable Board may know, the Federal Common Grant Rules (29 CFR 97.36 (f)) also require grantees to conduct a price or cost analysis prior to exercising a renewal option for agreements paid for with federal grant funds, to determine the reasonableness of the proposed contract price. In an effort to comply with this requirement, my office did a cost analysis to determine the cost effectiveness between the Business Council and Westchester County Association to see if these agencies charged similar prices for the same services or cost. We also reviewed the option of having in-house staff provide these services. We learned that these agencies charge between \$100,000 to \$375,000 for these services. Accordingly, for the reasons set forth above, we have concluded that exercising the option to renew the Agreement with the Business Council for an additional year at a cost of \$100,000 is reasonable.

The Agreement will serve a public purpose by providing youth employment services to at risk youth who would not otherwise receive these services.

The goals and objectives of this program will be to provide at risk youth with year around worksites, apprenticeship programs and on the job training opportunities.

The goals and objectives of this program are in the best interests of the County in terms of providing at risk youth with year around employment opportunities, internships and on the job training because these experiences will potentially improve the youth's chances of finding employment and relying less on government assistance.

The goals and objectives will be tracked and monitored by the Westchester-Putnam Workforce Development Board staff assigned to this program.

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

KMM/SNL/jpg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/22/2011 - USA MRBAJ 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 is hereby authorized to exercise the second of its three renewal options under an agreement with the Business Council of Westchester (the "Business Council") for the provision of a Youth Work Experience Manager (the "Agreement"), by extending the term of the Agreement for one (1) additional year commencing on September 1, 2017 and continuing through August 31, 2018; and be it further

**RESOLVED**, that in consideration for services to be rendered during the renewal term, the County shall pay the Business Council an amount not-to-exceed \$100,000 payable monthly pursuant to an approved budget, thereby increasing the total aggregate amount under the Agreement, as amended, from \$232,400 to \$332,400; and be it further

**RESOLVED**, that except as otherwise specifically amended hereby, all remaining 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.

Original Contract Amount: \$130,000  
 First Amendment: \$ 2,400  
 Second Amendment \$100,000  
**This Amendment \$100,000**  
 Total \$332,400

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	401S	7340	T401	\$100,000

Budget Funding Year(s): 2015-16 Start Date: 9/1/17 End Date: 8/31/18  
 (Must match resolution)

Funding Source

**\$100,000**  
 (Must match resolution)

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