

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

67085

DATE: January 9, 2019

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner

SUBJECT: Authority to enter into an agreement with Career Team, LLC (“Career Team”) pursuant to which Career Team will provide ‘boot camp’ services, consisting of personal and career assessment services, financial planning training services, and various training services to assist eighty (80) long-term unemployed individuals in obtaining accelerated re-employment and work opportunities in high-demand H-1B-eligible healthcare occupations, for the period from February 1, 2019 through October 31, 2019 for a total aggregate amount not to exceed \$156,000.00 payable pursuant to an approved budget.

Authority is hereby requested from your Honorable Board for the County of Westchester (“County”), 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 Career Team, pursuant to which Career Team will provide ‘boot camp’ services, consisting of personal and career assessment services, financial planning training services, and various training services to assist eighty (80) long-term unemployed individuals in obtaining accelerated re-employment and work opportunities in high-demand H-1B-eligible healthcare occupations (the “Boot Camp Services”), for the period from February 1, 2019 through October 31, 2019. In consideration for services to be rendered, Career Team will be paid a total aggregate amount not to exceed \$156,000, payable pursuant to an approved budget (the “Agreement”).

It should be noted that this project, which is called “Jobs Waiting”, will be funded by the United States Department of Labor (“USDOL”) under an H1-B Ready to Work Partnership Grant.

It should be further noted that the Boot Camp Services will be provided by Career Team in coordination with a partnership of various entities, including local workforce development boards, local employment centers, and various local community colleges and hospitals.

The Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On November 15, 2018, the Department issued an RFP to solicit proposals from public and private non-profit agencies to administer Boot Camp Services for 80 Ready to Work participants. 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. As a result of these efforts, the following two (2) organizations submitted proposals in the amounts set forth below:

Career TEAM, LLC: Budget: \$173,663
Hospitality Resource Group, Inc.: Budget: \$192,000

The proposals were reviewed by a 3-person review team with reference to the evaluation criteria set forth in the RFP, and were scored as follows:

Proposers	Rater 1	Rater 2	Rater 3	Average
Career TEAM, LLC	90	82	88	87
Hospitality Resource Group, Inc.	89	79	97	88

Following the review, a recommendation was made to award the contract to Career Team in recognition of its experience running boot camps, its offer to place two full time staff at the One-Stop Employment Centers to engage participants during and after the boot camps are concluded, and the fact that they agreed to lower their price from \$173,663 to \$156,000.

The Agreement will serve a public purpose by helping 80 long-term unemployed individuals and incumbent workers secure employment and job training in the healthcare field.

The goals and objectives of this program will be to prepare 80 long-term unemployed individuals and incumbent workers with the job readiness training and vocational training needed to secure employment in high demand healthcare industries.

The goals and objectives of this program are in the best interests of the County in terms of fiscal responsibility because it will assist 80 long-term unemployed individuals and incumbent workers to gain financial independence, thus making them less reliant on government assistance.

The goals and objectives will be tracked and monitored by Westchester- Putnam Workforce Development Board Staff.

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

KMM/AT/jpg

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”), 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 Career Team, LLC (“Career Team”) pursuant to which Career Team will provide ‘boot camp’ services, consisting of personal and career assessment services, financial planning training services, and various training services to assist eighty (80) long-term unemployed individuals in obtaining accelerated re-employment and work opportunities in high-demand H-1B-eligible healthcare occupations, for the period from February 1, 2019 through October 31, 2019 for a total aggregate amount not to exceed \$156,000, payable 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	559P	7350	T559	\$156,000

Budget Funding Year(s): 2014 (Grant Year) Start Date: 02/01/2019 End Date: 10/31/2019
(must match resolution)

Funding Source
\$156,000
(must match resolution)

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