

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

78672

DATE: August 12, 2020

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: **Authority to exercise an option under the seven (7) agreements with the seven (7) agencies listed below for the purpose of operating youth employment programs for economically disadvantaged youth, ages 16-24, under the Workforce Innovation and Opportunity Act of 2014, PL 113-128, and its implementing regulations (“WIOA”), by 1) extending the terms thereof through June 30, 2021; and 2) increasing the total aggregate not to exceed amounts thereunder by an additional \$917,000, from \$1,252,260 to \$2,169,260, in the individual amounts set forth below.**

By resolution approved on August 15, 2019 (the “August 15th Resolution”) your Honorable Board authorized the County of Westchester (the “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, to enter into a total of **seven (7) agreements** with seven (7) agencies, as listed below (the “Agreements”), for the purpose of operating youth employment programs for economically disadvantaged youth, ages 16-24, under WIOA, for the period from July 1, 2019 through June 30, 2020 for a total aggregate amount not-to-exceed \$1,252,260.00, in the individual not-to-exceed amounts set forth in the August 15th Resolution. The August 15th Resolution further provided that the County would have the option, in its sole discretion, to extend the term of each agreement for up to one (1) year, subject to funding availability and past performance. The Agreements were subsequently executed.

The County now seeks to exercise its option under the Agreements. Accordingly, authority is requested for the County, acting by and through the Department, to exercise its option under the seven (7) agreements with the seven (7) agencies, as listed below, for the purpose of operating, as specified below, youth employment and work experience programs for economically disadvantaged youth, ages 16-24, under WIOA, by 1) extending the terms thereof through June 30, 2021; and 2) increasing the total aggregate not to exceed amounts thereunder by

an additional \$917,000, from \$1,252,260 to \$2,169,260, in the individual amounts set forth below.

WIOA WORKFORCE DEVELOPMENT ACADEMY FOR YOUTH PROGRAM

<u>Agency Name</u>	<u>Funding Amount</u>	<u>Additional funds</u>	<u>New Funding Amount</u>
THE GUIDANCE CENTER	\$242,760	\$178,000	\$420,760
CHILDREN'S VILLAGE	\$237,000	\$174,000	\$411,000
WESTHAB INC.	\$126,000	\$92,000	\$218,000
WESTCOP	\$169,500	\$124,000	\$293,500
CITY OF PEEKSKILL	\$126,000	\$92,000	\$218,000
CITY OF MOUNT VERNON	\$162,000	\$119,000	\$281,000
<u>CITY OF WHITE PLAINS</u>	<u>\$189,000</u>	<u>\$138,000</u>	<u>\$327,000</u>
	\$1,252,260	\$917,000	\$2,169,260

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

The proposed Agreements will serve a public purpose by facilitating the Westchester Putnam Workforce Development Academy for Youth (WDAY) pursuant to WIOA, to operate youth employment programs which will enhance graduation rates, workforce skills and self-sufficiency among the youth of Westchester and Putnam Counties.

The goals and objectives of the proposed agreements are to serve no less than 290 youth and achieve the following outcomes:

- Placement in employment or education at a rate of 70.5% for the first and third quarters after exit
- Attainment of a degree or certificate at a rate of 65.9%
- Literacy and Numeracy at a rate of 56.7%

The goals and objectives of the proposed agreements are in the best interest of the County in terms of public safety because the youth are less likely to engage in negative social behavior while they are participants in this program. The goals and objectives of the proposed agreements are also in the best interests of the County in terms of fiscal responsibility, as participants who are economically disadvantaged are more likely to become self-sufficient as they obtain educational assistance, job training and other skills necessary to prepare them for the job market. This program would reduce their dependence on public assistance and other related programs as many of them would obtain higher education and employment.

The goals and objectives of the proposed agreements will be monitored and tracked via monthly reports submitted by the contractors. The program staff will review all youth data, including services and outcomes, in the New York State Department of Labor ("NYSDOL") One Stop Operating System.

The Department has complied with Section 13 of the Westchester County Procurement Policy (the "Policy"). On April 12, 2019 the Department, issued an RFP to solicit proposals

from public and private non-profit agencies to deliver youth employment services to various communities in Westchester and Putnam Counties under the WDAY of Westchester and Putnam Counties. The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. Each of the seven (7) agencies listed above submitted proposals in response to the RFP. Following a review of each proposal with reference to the evaluation criteria set forth in the RFP, the review committee recommended that each agency be awarded one contract to serve participants in the Westchester Putnam Workforce Development Academy for Youth.

The proposed contract renewals are also subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly the Federal Common Grant Rules), under which a market analysis must be conducted before a renewal option may be exercised. As a result, the Department did a cost analysis to determine: 1) if the costs are reasonable, 2) if other agencies charged similar prices for the same services or cost; and 3) would be in the best interest to of the County to have County staff provide these services. The Department's cost analysis determined that similar agencies charged between \$3,268 to \$5,463 per student for providing the same or similar services and it would cost \$4,454 per youth for County staff to provide these services. Following a review, it was determined that the rates submitted by the seven (7) agencies referenced above were reasonable and compatible with current market rates for similar services. Therefore, upon analysis, it has been determined that it is in the Department's best interest to exercise options under the seven (7) agreements with the seven (7) agencies listed above based on their cost effective rates as well as the fact that the agencies have successfully provided youth employment services in the past.

Accordingly, I most respectfully recommend approval of the attached resolution.

KM/RF/jpg
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the “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, is authorized to exercise its option under seven (7) agreements with the seven (7) agencies, as listed below (the “Agreements”), for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 16-24, under WIOA, for the period from July 1, 2019 through June 30, 2020 for a total aggregate amount not-to-exceed \$1,252,260 by 1) extending the terms thereof through June 30, 2021; and 2) increasing the total aggregate not to exceed amounts thereunder by an additional \$917,000, from \$1,252,260 to \$2,169,260, in the individual amounts set forth below.

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	\$1,252,260	\$917,000	\$2,169,260

; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreements shall remain in full force and effect upon the parties; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take all actions necessary to effectuate the purpose hereof.

Account to be Charged/credited	Fund	Dept.	Unit	Object/ Sub Object	Trust Account	Dollars
	275	22	401V	7340	T401	\$917,000.00

Budget Funding Year(s) 2019- 2020 Start Date: July 1, 2020 End Date: June 30, 2021
 (Must match resolution)

Funding Source Tax Dollars:
 State Aid:
\$917,000.00 Federal Aid: 100%
 Other: