



George Latiner
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

101045

Date: May 1, 2023

To: Honorable Members of the Board of Acquisition & Contract

From: Leonard G. Townes
Commissioner of Social Services

Re: Authority to enter into an agreement with Brownfield Redevelopment Solutions, Inc. for the provision of grant writing services for the Westchester County Department of Social Services, Office of Workforce Development for the period from May 1, 2023 through April 30, 2024 in a total aggregate amount not to exceed \$75,000.00, payable at the rate of \$130.00/hour.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Social Services, Office of Workforce Development (the "Department"), to enter into an agreement (DSS5000-23; the "Agreement") with Brownfield Redevelopment Solutions, Inc. ("BRS"), pursuant to which BRS will provide grant writing services for the Department for the period from May 1, 2023 through April 30, 2024 (the "Initial Term"). In consideration for services to be rendered, the County will pay BRS at the rate of \$130.00/hour, not-to-exceed the aggregate sum of \$75,000.00. The County, at its sole option, may renew the Agreement for one (1) additional year, on the same terms and conditions as the Initial Term, subject to the further approval of your Honorable Board.

The Department requires the services of a grant writer to identify and write grant proposals to Federal, State and local governments as well as other potential funding sources. Such services shall include, but are not limited to: identification of potential grant opportunities; facilitation of meetings with relevant partners; preparation of written responses to grant solicitations; follow-up with grant solicitation sources to secure pertinent information related to each solicitation; provision of written feedback and or recommendations to the

Westchester/Putnam Local Workforce Development Board (“WPLWDB”) to advise on ways to proceed in future fundraising.

This contract will serve a public purpose by helping the County to secure needed funding for various social services programs that will benefit County residents.

The Department has complied with the provisions of the Westchester County Procurement Policy. On August 25, 2022 a Request for Quotations (“RFQ”) was issued to solicit proposals from grant writers who will work for the WPLWDB in soliciting grants. The RFQ was posted on the County Website and a legal notice appeared in the Journal News newspaper. On September 26, 2022, the date the proposals were due, four (4) quotes were received from the following vendors: BRS, Brockport Research Institute, Harper Doss Group, and TJD Consulting. Following a review of the proposals of each vendor with reference to the evaluation criteria set forth in the RFQ, the Department recommends that the contract be awarded to BRS because of their prior recent experience working with the Westchester-Putnam Workforce Development Board and past experience in workforce development grants.

As I believe this Agreement to be in the best interests of the County, I most respectfully recommend and urge the adoption of the annexed Resolution.

LGT/RF/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/18/2023 - RAYMOND SECURE SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (DSS5000-23; the "Agreement") with Brownfield Redevelopment Solutions, Inc. ("BRS"), pursuant to which BRS will provide grant writing services for the County's Department of Social Services, Office of Workforce Development (the "Department") for the period from May 1, 2023 through April 30, 2024 (the "Initial Term"); and be it further

RESOLVED, that in consideration for services to be rendered during the Initial Term, the County shall pay BRS at the rate of \$130.00/hour, not-to-exceed the aggregate sum of \$75,000.00; and be it further

RESOLVED, that the County, at its sole option, may renew the Agreement for one (1) additional year, on the same terms and conditions as the Initial Term, subject to the further approval of the Westchester County Board of Acquisition & Contract; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	418X	4531	T418	\$75,000.00

Budget Funding Year(s):

Start Date: May 1, 2023 End Date: April 30, 2024
(must match resolution)

Funding Source:

Federal	100%	CFDA#(s)	17.278	
State		State ID#(s)		
Operating/ Tax Levy				
Capital				

Total NTE: \$75,000.00
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/18/2023 - RAYMOND GULKY, SECRETARY