

Robert P. Astorino
County Executive

Department of Social Services
 Dr. Grant E. Mitchell, M.D. - Acting Commissioner

13950

DATE: September 9, 2010

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Dr. Grant E. Mitchell, M.D., Acting Commissioner
 Department of Social Services

RE: Authority to enter into a total of four (4) agreements with four (4) contractors, pursuant to which each of the four (4) contractors will provide an occupational skill, training, employment and job placement program for fifty (50) eligible TANF recipients for the period July 1, 2010 through December 31, 2010 for a total aggregate amount not-to-exceed \$261,200 for all four (4) agreements.

Attached for your consideration is a resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting on behalf of the Westchester/Putnam Workforce Investment Board ("WPWIB"), to enter into a total of four (4) agreements (collectively, the "Agreements") with four (4) contractors, pursuant to which each of the four (4) contractors listed below will provide an occupational skill, training, employment and job placement program for fifty (50) eligible TANF recipients for the period July 1, 2010 through December 31, 2010 for a total aggregate amount not-to-exceed \$256,200 for all four (4) agreements.

| Agency Name | Position | TANF recipients to be served | Funding per TANF recipient | Funding Amount |
|--|---|------------------------------|----------------------------|----------------|
| Concorde Temporary Staffing, Inc. | Customer Services Call Center Representatives | 10 | \$5,460 | \$54,600 |
| Westchester Institute of Computer Technology, Inc. | Security guards | 10 | \$5,540 | \$55,400 |
| Westchester School for Dental Assistants, LLC | Dental Assistants | 10 | \$5,040 | \$50,400 |
| Westchester Community Opportunity Program, Inc. | Office Assistants | 20 | \$5,040 | \$100,800 |
| Total | | 50 | | \$261,200 |

The funds to be used for these four (4) agreements come from a grant agreement between the New York State Office of Temporary Disability Assistance ("OTDA") and the Westchester County

Department of Social Services (“DSS”), pursuant to which OTDA awarded WCDSS \$968,622 to operate the Transitional Jobs and the Green Wage Subsidy Programs. DSS subsequently entered into a subcontract with the Westchester-Putnam Workforce Investment Board (“WPWIB”), pursuant to which the WPWIB would implement the TJ Program and thereby provide services to at least seventy-five (75) eligible TANF recipients, for an amount not-to-exceed \$775,100, for the period of October 1, 2009 through December 31, 2010. The Agreements are in furtherance of the subcontract between DSS and the WPWIB.

The proposed agreements will serve a public purpose by providing occupational skill training, and subsidized job placements for TANF-eligible customers of the Westchester County Department of Social Services. These programs will help them gain work experience and reduce their reliance on public assistance.

The goals and objectives of the proposed agreements are to provide occupational skill training, and subsidized job placements for up to fifty (50) eligible TANF recipients who lack adequate job skills and/or work history.

The goals and objectives of the proposed agreements are in the best interests of the County in terms of fiscal responsibility because the proposed agreements will all be funded by the aforementioned grant from OTDA which will allow all of the aforementioned training and subsidized employment to take place at no cost to the County or the WPWIB. Accordingly, the possible reduced need for public assistance and increases in tax contributions by those who will become employed through this program will all be of direct benefit to the County and the entire WPWIB area.

To date, under related contracts with other vendors, twenty-one (21) participants have been placed in the transitional jobs and eight (8) participants in the green jobs program. The target for transitional jobs is 35 and for green jobs is 37. The programs under these contracts end on December 31, 2010. The Department is hopeful that the set targets will be met before the end of these contracts.

The goals and objectives of the proposed agreements will be tracked and monitored using monthly reports and site visits.

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

APPROVED BOARD OF ACQUISITION CONTRACT - 23-2010
CARMY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting on behalf of the Westchester/Putnam Workforce Investment Board (“WPWIB”), is authorized to enter into a contract with each of the four (4) contractors listed below, pursuant to which each of the four (4) contractors will provide an occupational skill, training, employment and job placement program for fifty (50) eligible TANF recipients for the period from July 1, 2010 through December 31, 2010 for a total aggregate amount not-to-exceed \$261,200 for all four (4) agreements.

- 1.) Concorde Temporary Staffing, Inc.
- 2.) Westchester Institute of Computer Technology, Inc.
- 3.) Westchester School for Dental Assistants, LLC
- 4.) Westchester Community Opportunity Program, Inc.;

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 | 982J | 7340 | T982 | \$210,800 |
| | 275 | 22 | 983J | 7340 | T983 | \$ 50,400 |
| | | | | | | |
| | | | | | | |

Budget Funding Year(s) 2009 (Grant Year) Start Date: July 1, 2010 End Date: December 31, 2010
 (Must match resolution)

| | | |
|-------------------------|-------------|-------------|
| Funding Source | Tax Dollars | _____ |
| | State Aid | _____ |
| \$261,200 | Federal Aid | <u>100%</u> |
| (must match resolution) | Other | _____ |