

Robert P. Astorino
County Executive

Department of Social Services

Grant E. Mitchell, MD
Acting Commissioner

15994

Date: December 8, 2010

To: Honorable Board of Acquisition and Contract

From: Grant E. Mitchell, MD, Acting Commissioner
Department of Social Services

Re: Authority to exempt from the Westchester County Procurement Policy an amendment to an Agreement with Harquin Creative Group for the provision of Consultant Services in connection with the design and creation of a marketing and promotional plan, including creation of a website, to effectively market and promote One Stop Employment Services to businesses and job seekers in the Westchester/Putnam local workforce investment area, pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy an amendment to an agreement (the "Agreement") with Harquin Creative Group ("Harquin") pursuant to which Harquin agreed to design and create a marketing and promotional plan, including creation of a website, to effectively market and promote One Stop Employment Services to businesses and job seekers in the Westchester/Putnam local workforce investment area, for a term commencing on September 1, 2009 and continuing through June 30, 2010 for an amount not to exceed \$78,000, pursuant to Section 3(a)xxi thereof. The proposed amendment would 1) increase the not-to-exceed amount by an additional \$19,700, from \$78,000 to \$97,700; and 2) extend the term of the Agreement through April 30, 2011, to enable Harquin to continue to host the website on their server, as well as to add enhanced features and functions not currently available on the site.

Ordinarily, under Section 6 of the Procurement Policy, the County is required to issue a Request For Proposals for such services. However, Harquin Creative Group has already designed the One Stop Employment Center website on a private proprietary system. As such, it would be more cost effective to have the website remain on the current server, rather than

procure another firm to host the website. Moreover, Harquin's experience and familiarity with the website makes them uniquely qualified to continue to provide such services to the County.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the County Procurement Policy.

The services provided pursuant to this Agreement will serve **a public purpose** by helping the County to promote the services of the One Stop Employment System to more residents and businesses in an effort to help jobs seekers better prepare for the workforce and for businesses to access a wide variety of workforce talent and resources. Harquin has met all the performance measurements in the contract.

The goals and objectives are in the best interest of the County in terms of fiscal responsibility because increasing the awareness of the services we offer will attract more business and job opportunities which will, in turn, help to retain workers in the county and the region and will assist employers in creating new jobs to be filled by county residents.

The goals and objectives will be tracked and monitored via the products required under this contract, reports submitted by Harquin, as well as by staff review and reports on the project.

Accordingly, a resolution to exempt the procurement with Harquin Creative Group is hereby submitted for your consideration.

GEM/JPG/sw
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS - 12-29-2015 - COUNTY CLERK'S OFFICE - SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County in connection with the procurement of an agreement for consultant services with Harquin Creative Group.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-30-2010 - JOMAR VIERA, SECRETARY