



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner



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Kevin M. McGuire
Social Services Commissioner

20384

DATE: July 7, 2011

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with Hospitality Resource Group, Inc. (“HRG”), pursuant to which HRG will provide sector-based incumbent worker customized training in English as a Second Language in accordance with the provisions of Title I of the Workforce Investment Act of 1998 for the period April 1, 2011 through July 31, 2011 for an amount not-to-exceed \$54,150.

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 Local Workforce Investment Board (“WPLWIB”), to enter into an agreement with Hospitality Resource Group, Inc. (“HRG”), pursuant to which HRG will provide sector-based incumbent worker customized training in English as a Second Language (“ESL”) for seventy-five (75) incumbent workers employed at various hotels throughout the county who are eligible to receive such training in accordance with Title I of the Workforce Investment Act of 1998 (“WIA”) for the period April 1, 2011 through July 31, 2011 for an amount not-to-exceed \$54,150 to be paid pursuant to an approved budget.

Under WIA, employers are allowed to provide “customized training services” to incumbent workers who meet the eligibility requirements to receive such services. The employer

is responsible for not less than fifty percent (50%) of the total cost of the training. The County will pay for the balance of the training using funds received under WIA.

The County has complied with the Westchester County Procurement Policy. A Request for Proposals (“RFP”) was issued on January 28, 2011 on behalf of the WPLWIB to solicit proposals from industry sectors, including those in the Hospitality, Healthcare, Advanced Manufacturing, Banking / Finance, Green / Construction and BioTech / Life Sciences to provide skills training for current employees that will result in the upgrade of these employees’ skill sets and competencies. An informational meeting was held on February 4, 2011 and proposals were due on February 18, 2011.

Notice of the RFP was published in The Journal News. The RFP was posted on the County and Westchester Putnam One Stop Center’s websites and was distributed among business organizations and WPLWIB’s members and partners. The County received only one proposal in response to the RFP and the respondent was Hospitality Resource Group, Inc.

The proposal was reviewed by the following:

- Hospitality Resource Group, Inc.

The proposals were reviewed by the following:

- Pat Anderson, United Way of Westchester
- George Cressent, West. County Dept. of Social Services
- Johnny Nelson, NYS Dept. of Labor

The proposals were rated as follows:

Proposers	Rater 1	Rater 2	Rater 3	Average Score
Hospitality Resource Group	57	94	92	81

In the RFP, the County explained that “the WIB is using a ‘Sector Partnership Strategy’ to engage local employers and to help businesses with their workforce needs. The sector strategy requires the recruitment of employers in industry sectors. The RFP specified that those sectors would include healthcare, hospitality, advanced manufacturing, banking / finance, green/construction, and biotech / life sciences. Accordingly, the County selected the proposal below, as it related to one of those sectors and thereby fulfilled the needs of the County and the purpose of the RFP.

Contractor	Sector/Training	Business Partners	No. of Employees	Total Funding Requested	Recommended Funding
Hospitality Resource Group	Hospitality/ESL	Crowne Plaza, Edith Macy Conf. Center, Sheraton Tarrytown Hotel, Westchester Country Club, Residence Inn by Marriott	75	\$127,950 (\$25,590 per hotel for 5 hotels)	\$54,150 (\$10,830 per hotel for 5 hotels)
Total			75	\$127,950	\$54,150

The sector-based incumbent worker training will serve **the public purpose** of improving the job retention and employability prospects for these workers.

The goals and objectives of the ESL training will be to improve the English language proficiency skills of those eligible workers employed by various hotels in Westchester.

The goals and objectives of the ESL training are in the best interest of the County in terms of fiscal responsibility as the financial impact of ESL training may be measured in terms of enhanced opportunities for promotions, transfers, and for new employment opportunities for incumbent workers.

The goals and objectives for these performance-based contracts will be monitored and tracked through the contractor and program staff who will provide monthly reports that will indicate program success or failure based on the following measures:

- A maximum of 75 pre-ESL assessment tests will be administered to determine ESL level and training need
- No less than 60 post-ESL assessment tests will be administered to measure gain in ESL level
- No less than 60 employees will participate and complete the training

Approval of the attached resolution by your Honorable Board is respectfully requested.

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 on behalf of the Westchester-Putnam Local Workforce Investment Board, is hereby authorized to enter into an agreement with Hospitality Resource Group, Inc. (“HRG”) pursuant to which HRG will provide sector-based incumbent worker customized training in English as a Second Language for seventy-five (75) incumbent workers employed at various hotels throughout the county who are eligible to receive such training in accordance with Title I of the Workforce Investment Act of 1998 (“WIA”) for the period April 1, 2011 through July 31, 2011 for an amount not-to-exceed \$54,150 to be paid pursuant to an approved budget; and be it further

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

Account to be Charged/credited	Fund	Dept.	Unit	Object/ Sub Object	Trust Account	Dollars
	275	22	402K	7338	T402	\$54,150

Budget Funding Year(s): 2010 Start Date: 4/1/2011 End Date: 7/31/2011
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$54,150 Federal Aid 100%
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - GUYTON SOMARIVIEIRA, SECRETARY