



#20468

Date: June 24, 2011

To: Honorable Members of the Board of Acquisition & Contract

From: Hon. Kenneth W. Jenkins
Chairman, Westchester County Board of Legislators

Re: **Authority to enter into an agreement with the Volunteer Service Bureau of Westchester, Inc. d/b/a The Volunteer Center of United Way (the "Volunteer Center") pursuant to which the Volunteer Center will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for the period April 1, 2011 through March 31, 2012 in an amount not to exceed \$52,024.00**

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with the Volunteer Service Bureau of Westchester, Inc. d/b/a The Volunteer Center of United Way (the "Volunteer Center") pursuant to which the Volunteer Center will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits" (the "Agreement"). The term of the Agreement will commence April 1, 2011 and continue through March 31, 2012. In consideration for services to be rendered, the County will pay the Volunteer Center a sum not to exceed \$52,024.00, payable in two equal installments, half upon execution of contract and the balance upon receipt of the final report that is due thirty days after completion of the contract.

It should be noted that the Volunteer Center has agreed to a reduction of five percent from their prior year funding level.

The public purpose of the aforesaid agreement is to encourage volunteerism in Westchester County, thereby increasing the ability of local not-for-profits to help provide various services that might otherwise have to be provided by the County.

The goals and objectives for this agreement are, for the "Mobilizing More Volunteers" program, to reach a total of 3720 new volunteer referrals during the term of the contract, and, for the "Building the Capacity of Local Nonprofits" program, to help ensure that local not-for-profits can handle the significant influxes of volunteers, whether generated by the Volunteer Center's "Mobilizing More Volunteer" program or other programs.

The goals and objectives are in the best interest of the County in terms of its fiscal responsibility because increases in volunteers at local not-for-profits will allow those organizations to assist more people and thereby reduce the burdens that might otherwise fall solely on the County and result in additional costs to taxpayers.

The goals and objectives for this agreement will be monitored and tracked through quarterly reports that include:

For the "Mobilizing More Volunteers" program:

- 1.) Distribute promotional literature about volunteering
- 2.) Produce and distribute a monthly digital newsletter about volunteer opportunities
- 3.) Refer volunteers to new volunteer assignments
- 4.) Increase the number of unique visitors to the Volunteer Center's website each month
- 5.) Implement creative pathways to engage volunteers to coordinate the second annual community-wide MLK Day of Service in January 2012
- 6.) Work with businesses to promote volunteering through workplace Days of Service

For the "Building the Capacity of Local Nonprofits" Program:

- 1.) Produce and distribute twelve monthly digital newsletters about Westchester Association for Volunteer Administration workshops and other volunteer management topics
- 2.) Build the capacity of local nonprofits to engage volunteers by conducting at least two workshops
- 3.) Provide one-on-one consultations to Westchester-based not-for-profits

Exemption of this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

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

KWJ/mlg

RESOLUTION

Upon a communication from the Chairman of the Board of Legislators, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Volunteer Service Bureau of Westchester, Inc. d/b/a The Volunteer Center of United Way (the "Volunteer Center") pursuant to which the Volunteer Center will conduct both a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local not-for-profits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for the period April 1, 2011 through March 31, 2012 (the "Agreement"); and be it further

RESOLVED, that in consideration for services to be rendered, the County shall pay the Volunteer Center a sum not to exceed \$52,024.00, payable half upon execution of contract and balance upon receipt of the final report that is due thirty days after completion of the contract.

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 this 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 this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the that the Chairman of the County Board of Legislators or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	52	2501	5100		\$52,024.00

Budget Funding Year(s) 2011 ___ Start Date 04/01/2011 _End Date 03/31/2012 _____
(must match resolution)

Funding Source Tax Dollars \$52,024.00
 State Aid _____
\$52,024.00 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/22/2011 - JOMARY VIEIRA, SECRETARY