



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

21756

DATE: September 15, 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 Harquin Graphics, Inc. d/b/a Harquin Creative Group (“Harquin”), pursuant to which Harquin will provide ongoing website management and training; website functionality extensions; and ongoing website hosting, for an amount not-to-exceed \$23,500, for the period July 1, 2011 through June 30, 2012, with the County having the sole option to extend the term for up to two (2) additional one (1) year periods

Authority is respectfully requested from your Honorable Board for the County of Westchester (the “County”), acting by and through the Department of Social Services, Office of Workforce Investment (the “Department”), on behalf of the Westchester Putnam Local Workforce Investment Board (the “WPLWIB”), to enter into an agreement with Harquin Graphics, Inc. d/b/a Harquin Creative Group (“Harquin”), pursuant to which Harquin will provide ongoing One Stop Employment Center (“One Stop”) website management and training, including, but not limited to, monthly meetings with One Stop staff; website functionality extensions, including, but not limited to, the addition of a ‘virtual job fair’ portal/module; and ongoing website hosting for an amount not-to-exceed \$23,500 pursuant to an approved budget for the period July 1, 2011 through June 30, 2012, with the County having the sole option to extend the term for up to two (2) additional one (1) year periods.

The proposed 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 job-seekers better prepare for the workforce and help businesses access a wide variety of workforce talent and resources.

The goal and objective of the proposed agreement is to promote the services of the One Stop Employment System to more county residents and businesses.

The goals and objectives of the proposed agreement are in the best interest of the County in terms of fiscal responsibility, as increasing the awareness of the services offered 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 of the proposed agreement will be tracked and monitored via the services required under this contract, reports submitted by Harquin, and staff review and reports.

Authority to exempt the proposed 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 by a separate resolution of even date herewith.

I most respectfully recommend approval of attached resolution.

KMM/DB/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS 11/09/2011 JONATHAN VIERI, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), acting on behalf of the Westchester-Putnam Local Workforce Investment Board ("WPLWIB"), is hereby authorized to enter into an agreement with Harquin Graphics, Inc. d/b/a Harquin Creative Group ("Harquin"), pursuant to which Harquin will provide ongoing website management and training, including, but not limited to, monthly meetings with One-Stop staff; website functionality extensions, including, but not limited to, the addition of a 'virtual job fair' portal/module; and ongoing website hosting, for an amount not-to-exceed \$23,500 for a period July 1, 2011 through June 30, 2012 with the County having the sole option to extend the term for up to two (2) additional one (1) year periods, pursuant to an approved budget; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Credited/
Charged

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	275	22	403L	7338	T403	\$23,500

Budget Funding Year(s): PY 2011 Start Date: 7/1/11 End Date: 6/30/12
(must match resolution)

Funding Source
\$23,500
(must match resolution)

Tax Dollars: _____
State Aid: _____
Federal Aid: 100%
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION, SECRETARY