



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

24218

Date: January 9, 2012

To: Honorable Members of the Board of Acquisition and Contract

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

Re: Authority to amend an agreement with Workforce Strategy Center, Inc., pursuant to which Workforce Strategy Center, Inc. was to provide a Sector Partnership Manager, by: 1) extending the termination date of the agreement from December 31, 2011 to June 30, 2012, and 2) increasing the total not-to-exceed amount by an additional \$25,000, from a not-to-exceed amount of \$120,000 to a new total not-to-exceed amount of \$145,000

By resolution approved on December 17, 2009, your Honorable Board authorized the County of Westchester (the "County"), acting on behalf of the Westchester-Putnam Workforce Investment Board ("WPWIB"), to enter into an agreement with Workforce Strategy Center, Inc. ("Workforce Strategy Center"), pursuant to which Workforce Strategy Center was to provide a Sector Partnership Manager to plan, coordinate, implement, and evaluate all WPWIB activities in accordance with the WPWIB's local workforce investment plan, for an amount not-to-exceed \$70,000, to be paid pursuant to an approved budget, for the period January 1, 2010 through December 31, 2010, with the County reserving an option to extend the agreement for one additional year (the "Agreement"). The Agreement was subsequently executed.

By resolution approved on February 17, 2011, your Honorable Board authorized the County, acting on behalf of the WPWIB, to exercise the County's option under the Agreement to amend the Agreement by 1) extending the termination date from December 31, 2010 to December 31, 2011, and 2) increasing the not-to-exceed amount by \$50,000, from a not-to-exceed amount of \$70,000 to a new total not-to-exceed amount of \$120,000 (the "First Amendment"). The First Amendment was subsequently executed.

The County wishes to have Workforce Strategy Center continue providing these services for an additional 6 months. Accordingly, the County now respectfully requests authority from your Honorable Board to further amend the Agreement, by 1) extending the termination date

from December 31, 2011 to June 30, 2012, and 2) increasing the not-to-exceed amount by an additional \$25,000, from a not-to-exceed amount of \$120,000 to a new total not-to-exceed amount of \$145,000.

Except as specifically amended hereby, all terms and conditions of the Agreement, as amended, shall remain in full force and effect.

The proposed agreement will serve a public purpose by helping to provide for better coordination of services for job-seekers, advancement opportunities in the careers of incumbent workers and a skilled County workforce, which will, in turn, help benefit the economy of the County.

The goals and objectives of the proposed agreement are:

1. Recruit, orient, and manage the project working group of targeted sectors to include healthcare, "green" jobs, construction trades, finance and banking, and hotel and hospitality
2. Implement and manage critical paths/milestones and monitoring mechanisms for the project
3. Manage all meetings of the working group
4. Develop an evaluation process for the project
5. Participate in presentations about the project to the WPWIB, the WPWIB's Board of Directors and to other related parties as required
6. Work with One Stop business services staff to streamline services to businesses
7. Develop a statistical strategic plan and analysis

The goals and objectives of the proposed agreement are in the best interests of the County in terms of fiscal responsibility because the contractor will recruit at least 40 employers to participate in developing strategies for hiring and retaining a highly skilled workforce, which will assist more local residents in obtaining jobs, retaining their employment with increased skills, or obtaining jobs that require additional skills which will, in turn, contribute to the County's economic base.

The goals and objectives of the proposed agreement will be tracked and monitored via the monthly reports submitted by the contractor which will include the number of businesses engaged and recruited to the partnership, business surveys, and information about meetings held.

Authority to exempt this agreement from the requirements of the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board by a separate resolution of even date herewith.

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

KMM/DB/bdm/nn

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 on behalf of the Westchester-Putnam Workforce Investment Board ("WPWIB"), is hereby authorized to amend an agreement with Workforce Strategy Center, Inc. ("Workforce Strategy Center"), pursuant to which Workforce Strategy Center was to provide a Sector Partnership Manager to plan, coordinate, implement, and evaluate all WPWIB activities in accordance with the WPWIB's local workforce investment plan, for an amount not-to-exceed \$120,000, for the period January 1, 2010 through December 31, 2011 (the "Agreement as amended"), by 1) extending the termination date from December 31, 2011 to June 30, 2012, and 2) increasing the not-to-exceed amount by an additional \$25,000, from a not-to-exceed amount of \$120,000 to a new total not-to-exceed amount of \$145,000; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the Agreement, as amended, shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Original Agreement: \$ 70,000
 First Amendment: \$ 50,000
 This Amendment: \$ 25,000
 TOTAL: \$145,000

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	275	22	402L	7340	T402	\$25,000

Budget Funding Year(s):2011 Start Date: N/A End Date: 06/30/12
 (must match resolution)

Funding Source \$25,000 Tax Dollars: _____
 (must match resolution) State Aid: _____
 Federal Aid: 100% Other: _____