

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

29856

DATE: October 10, 2012

TO: Board of Acquisition & Contract

FROM: Kevin McGuire, Commissioner
Department of Social Services

RE: Authority to enter into an agreement with Hospitality Resource Group, Inc. ("HRG") pursuant to which HRG will provide services and direction to the Westchester-Putnam Local Workforce Investment Board in the role of Business Sector Partnership Manager for the period commencing October 1, 2012 and continuing through September 30, 2013 in an amount not-to-exceed \$42,500 to be paid in equal monthly installments.

The County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment (hereinafter the "Department"), on behalf of the Westchester-Putnam Local Workforce Investment Board (the "WIB"), seeks authority from your Honorable Board to enter into an agreement with Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG will provide services and direction to the WIB in the role of Business Sector Partnership Manager for the period commencing October 1, 2012 and continuing through September 30, 2013 in an amount not-to-exceed \$42,500 (the "Agreement"). The County, at its sole option, may extend the term of the Agreement for up to two additional one (1) year periods.

Under the proposed Agreement, HRG will be responsible for working with the WIB to coordinate an industry sector-based strategy to engage local employers in an effort to not only help those employers better address their current and future workforce needs but to also help to develop long-term plans focused on saving or growing and expanding those industries.

The Department has complied with the Westchester County Procurement Policy. On June 8, 2012, the Department issued a Request for Quotations ("RFQ") to solicit price proposals from qualified individuals and business entities interested in providing services and direction to the board in the role of Business Sector Partnership Manager. The RFQ was posted publicly in the local newspaper, on the County and Westchester Putnam One Stop Center websites and distributed among business organizations and WIB partners. Three (3) agencies, HRG, Mina Malin Consulting Group, and Workforce Strategy Center, Inc., submitted proposals in response to the RFQ. After a careful review of all three (3) price proposals with reference to both the

evaluation criteria set forth in the RFQ as well as the cost of managing the sector partnership, HRG was selected because in the opinion of the three independent raters, it ranked second highest in evaluation criteria, first in cost and best able to reach local businesses and change our focus from a global perspective to a local perspective amongst the three proposals received.

The Agreement will serve a public purpose by allowing the WIB to reach out to local businesses to advance the sector partnership. In addition, new sector members can help to enhance existing programs and better define the needs of businesses in each of the targeted employment sectors.

The goals and objectives of this Agreement are to promote One Stop services, organize and convene stakeholders, manage meetings and workgroups, develop plans for growing or saving an industry sector, develop an evaluation process for the project, build new workforce pipelines, attract new businesses to each sector, work with the Communications Manager to develop an integrated communications and marketing strategy, and work with sector leads in "branding" the business sector partnership.

The goals and objectives are in the best interests of the County in terms of coordinating continued workforce development strategies, attracting new businesses to participate in the workforce development system, and ensuring that the needs of local businesses are being met by the system. As a result, there should be a noticeable increase in jobs, an increased ability to identify and fill skills gaps and to better match of job seekers to available jobs, and a decrease in local unemployment.

The goals and objectives will be tracked and monitored by WIB staff.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

KM/CJ/jpg
Att.

APPROVED BOARD OF ACQUISITION & COMPLIANCE 11/15/2012 - COUNTY VIEWER SECRET (PK)

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER, WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board (the "WIB"), is hereby authorized to enter into an agreement with the Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG will provide services and direction to the WIB in the role of Business Sector Partnership Manager for the period commencing October 1, 2012 and continuing through September 30, 2013 in an amount not-to-exceed \$42,500 (the "Agreement"); to be paid in equal monthly installments; and be it further

RESOLVED, that the County, at its sole option, may extend the term of the Agreement for up to two additional one (1) year periods; and be it further

RESOLVED, that this Contract is subject to County Appropriation; 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 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 either to 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 County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Agreement #
Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	275	22	402L	7338	T402	\$21,250
	275	22	403L	7338	T403	\$21,250

Budget Funding Year(s): 2012 Start Date: 10/01/2012 End Date: 09/30/2013
(must match resolution)

Funding Source Tax Dollars:
State Aid:
\$42,500 Federal Aid: 100%
(must match resolution) Other