

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**32212**

Date: February 12, 2013

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire  
Commissioner  
Department of Social Services

Re: **Resolution authorizing the County of Westchester (acting by and through its Department of Social Services/Office of Workforce Investment on behalf of the Westchester Putnam Workforce Investment Board) to enter into an Agreement with The Business Council of Westchester for the development and coordination of a “College Internship Clearinghouse Program” at a total cost not-to-exceed FORTY THOUSAND (\$40,000) DOLLARS to be paid pursuant to an approved program budget for the term March 1, 2013 through February 28, 2014 with options exercisable by the County in its sole discretion for two (2) additional one (1) year terms**

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Authority of your Honorable Board is requested for the County of Westchester (the “County”), acting by and through its Department of Social Services/Office of Workforce Investment (the “Department”) on behalf of the Westchester Putnam Workforce Investment Board, to enter into an agreement with The Business Council of Westchester (“BCW”) for the development and coordination of a College Internship Clearinghouse Program (“Clearinghouse”) at a total cost not-to-exceed FORTY THOUSAND (\$40,000) DOLLARS to be paid pursuant to an approved program budget for a term March 1, 2013 through February 28, 2014 with options exercisable by the County in its sole discretion for two (2) additional one (1) year terms.

The Department selected the BCW pursuant to a Request for Quotations (“RFQ”) issued by the Department on behalf of the Westchester Putnam Workforce Investment Board on November 30, 2012 which resulted in two quotations and proposals; one from the BCW and the other from Hospitality Resource Group. It was determined that the BCW submitted the most advantageous offer to the County.

The Clearinghouse is a collaborative program that includes the local workforce investment system, businesses, local colleges and universities that will generate internship opportunities for college students during their college years. The Clearinghouse addresses a countywide concern that because of unemployment and other economic factors, many of the County youth 18 – 24 years of age migrate to other communities where jobs may be available.

As a result, there is a loss of a potentially talented youth workforce which in the long run could have a significant effect on the County economy.

The BCW will be responsible for the provision of the development, coordination and day to day operation of the Clearinghouse and will act as the “broker” between the colleges, universities, employers and students. Further, the BCW will be responsible for creating and maintaining the daily operation of a web portal connected to the Westchester Putnam One-Stop Employment Center website.

The scope of work to be performed by the BCW is attached hereto as Schedule (“A”).

The proposed agreement shall serve a public purpose by improving the awareness of youth 18 – 24 years of age of the workplace and increase their knowledge of available careers and jobs in the County.

The goals and objectives of the proposed agreement shall be to connect students with County businesses to improve the workforce and to provide internships which may lead to employment opportunities for those students.

The proposed agreement is in the County’s best interests in that the Clearinghouse will result in the County workforce becoming more knowledgeable of the existing available employment opportunities, students through their experiences will become better prepared for the workforce and future employment opportunities could be developed which would serve as a benefit to the County’s economy.

The Department shall track and monitor the goals and objectives of the proposed agreement with the BCW through monthly progress reports to ensure that these goals and objectives are being met by the BCW.

Accordingly, I respectfully recommend adoption of the Resolution attached hereto.

KM/lac  
Attachment

## 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 by and through its Department of Social Services/Office of Workforce Investment (the "Department") on behalf of the Westchester Putnam Workforce Investment Board, is hereby authorized to enter into an agreement (the "Agreement") with The Business Council of Westchester (the "BCW"), for the provision of the development and coordination of the "College Internship Clearinghouse Program" ("Clearinghouse"), at a total cost not-to-exceed FORTY THOUSAND (\$40,000.00) DOLLARS to be paid pursuant to an approved program budget for the term March 1, 2013 through February 28, 2014 with options exercisable by the County in its sole discretion for two (2) additional one (1) year terms; and be it further

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

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	401M	7340	T401	\$40,000

Budget Funding Year(s): 2012(Grant Year)  
(must match resolution)

Start Date: 03/01/13 End Date: 02/28/14

Funding Source

Tax Dollars:

**\$ 40,000**  
(must match resolution)

State Aid:

Federal Aid: 100%

Other:

## **SCHEDULE "A"**

### **FEES**

The contract not to exceed amount shall be \$40,000.00 payable monthly at a rate of \$3,333.33 per month.

### **SCOPE OF WORK**

1. Participate in the public relations campaign developed by the Westchester Putnam Workforce Investment Board (WPWIB) that will provide information throughout the County about the "College Internship Clearinghouse" (the "Clearinghouse"). The Business Council of Westchester (the "BCW") will prepare and present a wide range of promotional materials as determined by the WPWIB. This will include the development of written materials, making presentations to public, educational and business groups.
2. Develop and maintain a contact group composed of college and university representatives and employers that will assist with the day to day planning, implementation and operation of the Clearinghouse.
3. Provide and be responsible for the review and approval of all postings of internship opportunities and jobs as well as assist college and university staff, employers, and students with related job matching activities.
4. Develop a reporting and evaluation process to illustrate the performance of the overall program and present findings to designated staff of the WPWIB and the College Internship Steering Committee composed of representatives from Westchester County colleges and universities, employers and other community based partners and other interested parties.
5. Be available to assist and provide guidance to students enrolled in the internship program.
6. Conduct required scheduled meeting of the College Internship Steering Committee on a regularly scheduled basis (at a minimum of every other month) to provide information and communicate with faculty and other educational staff.
7. Be responsible for the program completing and achieving all required performance goals as listed below:
  - Surveying the number of businesses that visit the website.
  - The number of internships developed among the participants.
  - The amount of internships developed.
  - Recording the number of visits to the website by students and employers.
  - The number of internships that develop into employment.
8. Work with the WPWIB and incorporate the established goals of the Clearinghouse as listed above in 7. into the strategies of the WPWIB.