



Department of Social Services

Kevin M. McGuire  
Commissioner

**44121**

**DATE:** January 5, 2015

**TO:** Board of Acquisition & Contract

**FROM:** Kevin McGuire, Commissioner  
Department of Social Services

**RE:** Authority for the County of Westchester to exercise its second option under 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, by extending the term thereof for one (1) additional year commencing October 1, 2014 and continuing through September 30, 2015 in an amount not-to-exceed \$42,500 to be paid in equal monthly installments

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By resolution approved on November 15, 2012, your Honorable Board authorized 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"), to enter into an agreement with HRG, pursuant to which HRG agreed to 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") with the County having the option to extend the term of the Agreement for up to two additional one (1) year periods. The Agreement was subsequently executed.

Thereafter, by resolution approved on November 14, 2013, your Honorable Board authorized the County to exercise its first option to extend the term of the Agreement for one (1) additional year commencing October 1, 2013 and continuing through September 30, 2014 for an additional amount not-to-exceed \$42,500 (the "First Amendment"). The First Amendment was subsequently executed.

The Department now desires to exercise its second and final option to extend the term of the Agreement for one (1) additional year from October 1, 2014 through September 30, 2015 for an additional amount not-to-exceed \$42,500. Accordingly, authority is respectfully requested for the County to exercise its second and final option to extend the term of the Agreement with 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, 2014 and continuing through September 30, 2015 in an amount not-to-exceed \$42,500, to be paid in equal monthly installments.

It should be noted that since this contract is paid for with funds subject to the Federal Common Grant Rules, 29 CFR 97.36 (f) requires grantees to perform a price or cost analysis in order to determine whether the price to be paid under the renewal option is reasonable before such an option may be exercised. In an effort to comply with this requirement, my office contacted the New York State Department of Labor and was informed that a similar position in Business Services has a salary that ranges from \$67,703 to \$85,635. My office also contacted the City of Yonkers' WIB and was informed that a similar position in Business Services has a salary range from \$55,000 to \$75,000. My office also reached out to Rockland and Orange Counties WIBs but we were not able to collect any data.

In addition to the above, since the duties of a Business Sector Partnership Manager are similar to those of a Job Developer in the Department's Office of Workforce Development and because such position pays between \$53,315.00 and \$66,480.00 (which is higher than the amount that the WIB is agreeing to pay HRG for the services of the Business Sector Partnership Manager), I have determined that exercising the renewal option for a fee of \$42,500 is reasonable and the most economically prudent way to procure the services.

Under the Agreement, as amended, HRG will continue to 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 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.

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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 exercise its second and final option under an agreement with the Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG agreed to provide services and direction to the WIB in the role of Business Sector Partnership Manager (the "Agreement"), by extending the term of the Agreement for one (1) additional year commencing October 1, 2014 and continuing through September 30, 2015; and be it further

RESOLVED, that in consideration for services to be rendered during the extended term, the County shall pay HRG an amount not-to-exceed \$42,500 to be paid in equal monthly installments; 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	402P	7338	T402	\$21,250
275	22	403P	7338	T403	\$21,250

Budget Funding Year(s): 2014 Start Date: 10/01/14 End Date: 09/30/15  
(must match resolution)

Funding Source

\$42,500

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other: