



# Westchester Community College

State University of New York

47217

June 9, 2015

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles  
President

Re: Authority to enter into an agreement with Ashworth Design Inc., d/b/a Ashworth Creative for the provision of graphic design services for Westchester Community College.

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Authority is requested from your Honorable Board to authorize the County of Westchester, acting by and through Westchester Community College (the "College"), to enter into an agreement with Ashworth Design Inc., d/b/a Ashworth Creative ("Ashworth") for the provision of graphic design services for Westchester Community College. The agreement shall commence on or about June 15, 2015 and shall have a term of three (3) years. The College shall pay for Ashworth's services based on the hourly rates attached hereto as Schedule "A".

The College issued a Request for Proposals ("RFP") for the provision of graphic design services for Westchester Community College. Proposals were due April 23, 2015 and the College received three (3) proposals. Ashworth's proposal was the lowest in cost and fully met the requirements contained in the RFP.

Pursuant to the agreement, Ashworth will assist the College with the graphic identity of the College. Ashworth may be assigned brochure, catalog or schedule covers; design templates for brochures; recruitment packages; letterhead packages; invitation packages; posters, graphic identity guidebooks for campus users; and other assignments at the discretion of the College.

The public purpose of this agreement is to ensure that the College effectively and consistently brands itself thereby making itself known to the general public.

An appropriate resolution is attached for your approval.

BSM:me  
Attachment

**RESOLUTION**

Upon a communication from the President of Westchester Community College, be it hereby

**RESOLVED**, the County of Westchester, acting by and through Westchester Community College (the "College"), is authorized to enter into an agreement with Ashworth Design Inc., d/b/a Ashworth Creative ("Ashworth") for the provision of graphic design services for Westchester Community College; and be it further

**RESOLVED**, that the agreement shall commence on or about June 15, 2015 and shall have a term of three (3) years. The College shall pay for Ashworth's services based on the hourly rates attached hereto as Schedule "A"; 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 Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	34	0110	3604		\$170,000

Budget Funding Year(s)      Start Date: 6/15/2015      End Date: 6/14/2018  
 (must match resolution)

Funding Source:      Tax Dollars                \$27,600            
                                  State Aid                \$32,400            
          \$120,000                Federal Aid          
 (must match resolution)      Other                \$60,000(Tuition)          

Contractor Federal I.D. No./  
 Social Security No.:

Vendor No.:

Encumbrance No.: