

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe M. Gille
First Deputy Commissioner

47406

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Date: June 19, 2015

Re: **Authority for the County to enter into an agreement with Neighbors Link National Corp. d/b/a Neighbors Link Network to provide cultural proficiency training for Department of Social Services employees, for the term March 1, 2015 through February 28, 2018 in the annual amount not to exceed \$32,830, to be paid pursuant to an approved budget, for a total amount not to exceed \$98,490**

On July 1, 2014 the Westchester County Department of Social Services (“Department”) issued a Request for Proposals for “Cultural Proficiency Training” (the “RFP”). The Department received three (3) proposals, and after evaluation by a panel of three (3) staff, the Department has determined that the proposal of Neighbors Link National Corp. d/b/a Neighbors Link Network (“Neighbors Link”) received the highest score based on the criteria contained in the RFP and was determined to be the most cost effective and advantageous to the Department. It is therefore recommended that your Honorable Board authorize the County of Westchester to enter into an agreement with Neighbors Link to provide cultural proficiency training for the term March 1, 2015 through February 28, 2018 in the annual amount of \$32,830, for a total not to exceed amount of \$98,490 (the “Agreement”), to be paid pursuant to an approved budget and subject to appropriations.

The proposed Agreement will provide cultural diversity training designed to increase understanding of the needs of children, youth and adults from various racial, ethnic and religious backgrounds and the particular needs of immigrant residents of Westchester County who are clients of the Department. The diversity training will be given in small groups to approximately 200 Department management and supervisory employees in twenty-four sessions in 2015, with the Department’s total

700-800 employees trained by the first quarter of 2016 with on-line follow-ups and classroom sessions as needed in the last three quarters of 2016 and 2017.

The Agreement will serve the public purpose of training Department employees in understanding the needs of Westchester's diverse population which includes various racial, ethnic and religious backgrounds as well as an immigrant population. This in turn has the goal of enabling the Department to deliver its services to these populations more efficiently.

A resolution is annexed hereto, which I recommend for your favorable consideration.

KMM/DI
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/12/2015 - JUAN P. CCIARDI, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Neighbors Link National Corp. d/b/a Neighbors Link Network to provide cultural proficiency training for the term March 1, 2015 through February 28, 2018 in the annual amount of \$32,830, for a total not to exceed amount of \$98,490, to be paid pursuant to an approved budget; and be it further

RESOLVED, that this contract is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget ("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 adoption of a State budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s) to conduct an analysis of the impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either 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 the agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2015	101	22	8900	5960	-----	\$27,358
2016	101	22	8900	5960	-----	\$32,830
2017	101	22	8900	5960	-----	\$32,830
2018	101	22	8900	5960	-----	\$ 5,472

Budget Funding Year(s) : 2015 – 2018 Start Date: 03/01/15 End Date: 02/28/18
 (must match resolution)

Funding Source Tax Dollars: 41%
 State Aid: 33%
\$98,490 Federal Aid: 26%
 (must match resolution)
 Other: