



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

48470

DATE: September 10, 2015

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Authority to enter into an agreement with the Business Council of Westchester pursuant to which the Business Council will serve as the Youth Work Experience Manager and will administer the WIOA Youth Work Experience program for the period from September 1, 2015 through August 31, 2016 for an amount not to exceed \$130,000 to be paid monthly pursuant to an approved budget.

Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development (the "Department"), on behalf of the Westchester Putnam Local Workforce Development Board, to enter into an agreement with the Business Council of Westchester (the "Business Council") pursuant to which the Business Council will serve as the Youth Work Experience Manager and administer the Workforce Innovation and Opportunity Act ("WIOA") Youth Work Experience program for the program period September 1, 2015 through August 31, 2016 for an amount not to exceed \$130,000 per year, to be paid monthly pursuant to an approved budget (the "Agreement"). The County, at its sole option, may renew the agreement for up to three (3) additional one (1) year periods.

As your Honorable Board is aware, on July 22, 2014 President Barack Obama signed WIOA into law. Like its predecessor the Workforce Investment Act of 1998 ("WIA"), WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Like WIA, WIOA

authorizes the use of funds for youth employment and training activities that will provide eligible youth assistance in achieving careers and academic and employment success.

Pursuant to the terms of the proposed Agreement, the Business Council will serve as a Youth Work Experience Manager and will administer the WIOA Youth Work Experience Program. Services to be provided will include: 1) working directly with employers to develop potential worksites for enrolled WIOA Youth Program participants; 2) coordinating with contracted WIOA Youth Case Managers in preparing youth for apprenticeship programs; and 3) providing administration services for the Work Experience Project.

The Agreement will serve a public purpose by providing youth employment services to at risk youth who would not otherwise receive these services.

The goals and objectives of this program will be to provide at risk youth with year around worksites, apprenticeship programs and on the job training opportunities.

The goals and objectives of this program are in the best interests of the County in terms of providing at risk youth with year around employment opportunities, internships and on the job training because these experiences will potentially improve the youth chances of finding employment and relying less on government assistance.

The goals and objectives will be tracked and monitored by the Westchester-Putnam Workforce Development Board staff assigned to this program.

It should be noted that the Business Council of Westchester is the county's largest and most influential business organization. It serves as an advocate for Westchester's business community at the local, state and federal levels by addressing a broad range of public affairs and area development, economic and business development issues. It also provides a wide variety of programs, information and services to meet the needs of its members.

The Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On July 31, 2015, the Department issued an RFP seeking proposals from both public and private non-profit agencies to administer the WIOA Youth Work Experience program. The RFP was posted on the County and One Stop websites, was advertised in the Journal News and was emailed to various One Stop partners. Despite these efforts, only one agency, the Business Council of Westchester, submitted a proposal. After a careful review of the proposal with reference to the evaluation criteria set forth in the RFP, the Business Council was selected by the review committee based upon the evaluation rating set forth below and satisfactory past performance.

	Funding Amount	John Tierney (Access V-R contractor)	Thom Kleiner (NYS DOL)	Frank Williams (White Plains YB)	Avg Score
Business Council of Westchester	\$130,000.00	96	83	95	91

In addition, because only one (1) proposal was submitted, the Department is required under the Federal Common Grant Rules (29 CFR 97.36 (f)) to prepare a cost analysis to determine the reasonableness of the proposed contract price. In an effort to comply with this requirement, my office contacted Westchester County Department of Social Services and the New York State Department of Labor where similar programs are run to see if these agencies used comparable vendors or employed staff to perform the same or similar services and the amounts they paid for these services. We learned that Westchester County Department of Social Services where a Program Administrator's salary with fringe benefits exceeds \$130,000 per year while the same position with the New York State Department of Labor where similar programs are run, a similar position with fringe benefits also exceeds \$130,000 per year. The Business Council of Westchester is offering a full time program administrator and a part-time case manager, in addition to funding the youth summit under the same contract for an amount not exceed \$130,000. Accordingly, for the reasons set forth above, we have concluded that awarding the contract to the Business Council for \$130,000 per year is reasonable and the most economically prudent way to procure the needed services.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

KMM/AT/jpg

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester Putnam Local Workforce Development Board, is hereby authorized to enter into an agreement with the Business Council of Westchester (the "Business Council") pursuant to which the Business Council will serve as the Youth Work Experience Manager and administer the Workforce Innovation and Opportunity Act ("WIOA") Youth Work Experience program for the program period September 1, 2015 through August 31, 2016 for an amount not to exceed \$130,000 per year, to be paid monthly pursuant to an approved budget. The County, at its sole option, may renew the agreement for up to three (3) additional one (1) year periods; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	401Q	7340	T401	\$130,000

Budget Funding Year(s): 2015-16
(must match resolution)

Start Date: 9/1/15 End Date: 8/31/16

Funding Source

\$130,000
(must match resolution)

Tax Dollars:

State Aid:
Federal Aid: 100%

Other: