



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

48820

DATE: October 2, 2015

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner

SUBJECT: Authority to enter into an agreement with Accreditation Guru, Inc. pursuant to which Accreditation Guru, Inc. will provide cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the Westchester Putnam Local Workforce Development Board for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 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 (the "WDB"), to enter into an agreement with Accreditation Guru, Inc. ("AGI") pursuant to which AGI will provide cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the WDB for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget (the "Agreement").

The purpose of the Policy and Procedural Manual is to establish and document the structure by which the WDB operates and will serve as a resource for the WDB, One Stop Programs, and Youth Programs.

The Agreement will serve a public purpose by providing staff with the necessary guidance to better serve Westchester County residents in need of employment services.

The goals and objectives of this program will be to provide the Workforce Board staff and One Stop Career Centers' staff with the necessary guidance to do a better job.

The goals and objectives of this program are in the best interests of the County in terms of helping the residents of Westchester County obtain better services because this manual will provide the necessary guidance to the Workforce Board staff and the One Stop Career Centers staff.

The goals and objectives will be tracked and monitored by the Workforce Board Director and the One Stop Career Center Manager.

The Department has complied with sections 5 and 13 of the Westchester County Procurement Policy. On July 28, 2015, the Department issued an RFQ seeking proposals from public and private non-profit agencies to write a Policy and Procedural Manual for the Workforce Development Board, the One Stop Career Center and the Workforce Development Academy for Youth. The RFQ was posted on the County and One Stop websites, was advertised in the Journal News and was emailed to various One Stop partners. As a result of these efforts, five (5) agencies submitted proposals in response to the RFQ. After a careful review of the proposals with reference to the evaluation criteria set forth in the RFQ, AGI was selected by the review committee because, among other things, it submitted the lowest price proposal as set forth below:

CT Grant Writers: Budget: \$104,000
LHC Creative Strategies: \$76,230
Wise Engineering: \$98,387
Accreditation GURU: \$62,895
Wordsmith Publishers: \$389,815

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 (“WDB”), is hereby authorized to enter into an agreement with Accreditation Guru, Inc. pursuant to which Accreditation Guru, Inc. will provide cost effective technical writing services in connection with the creation of a standardized Policy and Procedural Manual for the WDB for the period from October 1, 2015 through September 30, 2016 for a total aggregate amount not to exceed \$52,950 pursuant to an approved budget; 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	418Q	4531	T418	\$52,950

Budget Funding Year(s): 2015-16 Start Date: 10/01/15 End Date: 9/30/16
(must match resolution)

Funding Source

\$52,950

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other: