

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

51681

DATE: April 4, 2016

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner

SUBJECT: Authority to enter into an agreement with Westhab, Inc. pursuant to which Westhab, Inc. will provide Job Development Services to adult recipients of Temporary Assistance for the period from April 1, 2016 through March 31, 2017 for a total aggregate amount not to exceed \$1,097,200 pursuant to an approved budget and subject to appropriations and subject to Westhab, Inc. achieving certain performance based milestones.

Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Department of Social Services, Office of Work Activities (the "Department") to enter into an agreement with Westhab, Inc. ("Westhab") pursuant to which Westhab will provide Job Development Services to adult recipients (age 19 and over) of Temporary Assistance ("TA") for the period from April 1, 2016 through March 31, 2017. In consideration for services to be rendered, Westhab shall be paid a total amount not to exceed \$1,097,200, comprised of an amount not-to-exceed \$997,200 payable monthly in accordance with an approved budget, and an amount not-to-exceed \$100,000, payable at an approved rate upon the Contractor achieving certain job retention milestones and subject to appropriation. The County, at its sole option, may renew the Agreement for up to three (3) additional one (1) year terms on the same terms and conditions, including pricing, as the initial term, subject to the further approval of your Honorable Board.

The Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On February 4, 2016, the Department issued an RFP seeking proposals from qualified agencies to provide Job Development services to adult TA recipients. 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. As a result of these efforts, six (6) agencies submitted proposals. These proposals were rated by the review committee based on evaluation criteria set forth in the RFP, as set forth below:

Proposers	Rater 1	Rater 2	Rater 3	Total	Average Score	Total Cost
Urban League of Westchester, Inc.	81	86	85	252	84	\$2,548,425
NADAP, Inc.	80	80	80	240	80	\$4,474,420
Yonkers Chamber of Commerce	74	70	78	222	74	\$6,243,002
Public Consulting Group	78	82	84	244	81	\$4,720,222
Westhab, Inc.	86	89	87	262	87	\$1,097,200
Business Interface of Maryland, LLC	85	86	85	256	85	\$1,400,000

The review committee recommended that the contract be awarded to Westhab since their proposal covers the needs of the program came in at the lowest cost and was rated the highest amongst all proposers.

The Agreement will serve a public purpose by helping Temporary Assistance recipients gain employment and ultimately achieve self-sufficiency. The proposed agreement will also assist the Department in placing customers in unsubsidized employment which will eliminate their need for assistance, thereby saving County funds.

The goals and objectives of this program are to improve the job placement rate and long term labor market prospects of adult TA recipients by providing customers with intensive job readiness, work experience, and job placement/retention services. The ultimate goal is for the customer to achieve self-sufficiency and freedom from welfare dependency.

The goals and objectives are in the best interest of the County in terms of fiscal responsibility in that the cultivation of these goals and objectives will result in an effective planning approach for adult TA recipients with the potential to achieve self-sufficiency through a work activity appropriate to their specific circumstance and needs.

The goals and objectives will be tracked and monitored using the performance measurement indicators developed by the Department. The consultant is required to submit to the Department statistical reports on all activities related to the program.

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

KMM/KK/jpg

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, Office of Workforce Activities, is hereby authorized to enter into an agreement with Westhab, Inc. pursuant to which Westhab, Inc. will provide Job Development Services to adult recipients of Temporary Assistance, including intensive job readiness, work experience, and job placement/retention services, for the period from April 1, 2016 through March 31, 2017; and be it further

RESOLVED, that in consideration for services to be rendered, Westhab shall be paid a total amount not to exceed \$1,097,200, comprised of an amount not-to-exceed \$997,200 payable monthly in accordance with an approved budget, and an amount not-to-exceed \$100,000, payable at an approved rate upon Westhab, Inc. achieving certain job retention milestones; and be it further

RESOLVED, that the County, at its sole option, may renew the Agreement for up to three (3) additional one (1) year terms on the same terms and conditions, including pricing, as the initial term, subject to the further approval of Westchester County Board of Acquisition & Contract; and be it further

RESOLVED, that this agreement is subject to County Appropriation; and be it further

RESOLVED, and this contract is subject to further financial analysis of the impact of any New York State Budget (the "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 budget of the State budget and/or the adoption of the 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 impacts of such State Budget 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 this Agreement upon reasonable prior written notice; 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
2016	101	22	8900	5860	-----	\$411,450
2017	101	22	8900	5860	-----	\$137,150
	263	22	708R	4380	T708	\$548,600

Budget Funding Year(s): 2016-17 Start Date: 04/01/2016 End Date: 03/31/2017
(must match resolution)

		<u>5860</u>	<u>T708</u>
Funding Source	Tax Dollars	71%	0%
	State Aid:	29%	0%
	Federal Aid:	0%	100%
	Other:		
<u>\$1,097,200</u>			
(must match resolution)			

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/27/2016 - USA MRI/JA, SECRETARY