

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

52411

DATE: July 1, 2016

TO: Board of Acquisition & Contract

FROM: Kevin McGuire, Commissioner
Department of Social Services

RE: Authority to amend an agreement with Hospitality Resource Group, Inc., as previously amended, for the development and testing of a curriculum and related materials under the "Workplace Attributes Initiative" for a term commencing March 1, 2015 and continuing through September 30, 2016 in an amount not-to-exceed \$49,000, by 1) expanding the scope of services to include four (4) training sessions to youth program participants and youth counselors; and 2) increase the not-to-exceed amount by an additional \$7,500 to compensate the contractor for the provision of said additional services

By resolution approved on May 21, 2015, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment (hereinafter the "Department"), on behalf of the Westchester Putnam Local Workforce Investment Board, to enter into an agreement with Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG would develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees for a term commencing on March 1, 2015 and continuing through February 29, 2016, in an amount not-to-exceed \$49,000 pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

Thereafter by resolution approved on January 14, 2016, your Honorable Board authorized the County to amend the Agreement with HRG for the limited purpose of extending the term thereof through September 30, 2016 to enable HRG to complete the testing of the curriculum they created, at no additional cost to the County.

The parties now desire to further amend the Agreement to expand the scope of services to include four (4) training sessions to youth program participants and youth counselors. In consideration for said additional services, HRG will be paid an additional sum of \$7,500, pursuant to an approved budget.

It should be noted that because HRG wrote the curriculum and is now "training the trainers" who will be working with the youth in the Department's youth programs, we recommend they be considered a "sole source" provider with respect to said training services, as they are the only practicable source for providing these additional services.

Accordingly, authority is hereby requested to amend the Agreement with HRG for the development and testing of a curriculum and related materials under the "Workplace Attributes Initiative" for a term commencing March 1, 2015 and continuing through September 30, 2016 in an amount not-to-exceed \$49,000, by 1) expanding the scope of services to include four (4) training sessions to youth program participants and youth counselors; and 2) increasing the not-to-exceed amount by an additional \$7,500, from an amount not-to-exceed \$49,000 to an amount not to exceed \$56,500 to compensate HRG for the provision of said additional services.

Except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

The Agreement will serve a public purpose by educating youth on the attributes needed to obtain employment.

The goals and objectives of this Agreement are to develop a curriculum targeted at in-school or out-of-school youth, ages 14 to 24, to promote workplace attributes.

The goals and objectives are in the best interests of the County in terms of fiscal responsibility because by promoting workplace attributes, youth will be better prepared to obtain employment, thus reducing unemployment in the County.

The goals and objectives will be tracked and monitored by the Westchester Putnam Local Workforce Development Board.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

KMM/DB/AT/jpg

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER, WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Development Board, is hereby authorized to amend an agreement with the Hospitality Resource Group, Inc. ("HRG"), as previously amended, pursuant to which HRG agreed to develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees, for a term commencing March 1, 2015 and continuing through September 30, 2016 for an amount not-to-exceed \$49,000, pursuant to an approved budget (the "Agreement"), by 1) expanding the scope of services to include four (4) training sessions to youth program participants and youth counselors; and 2) increasing the not-to-exceed amount by an additional \$7,500, from an amount not-to-exceed \$49,000 to an amount not-to-exceed \$56,500 to compensate HRG for the provision of said additional services; and be it further

RESOLVED, that because HRG is the only practicable source for providing the training sessions, they shall be deemed a "sole source" provider for purposes of said services; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Original Contract Amount: \$49,000
 This Amendment: \$7,500
 Total: \$56,500

Agreement #
 Account to be
 Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
	275	22	403Q	7338	T403	\$7,500

Budget Funding Year(s) N/A Start Date: 3/01/2015 End Date: 9/30/2016

(must match resolution)

Funding Source

Tax Dollars:

State Aid:

\$7,500

Federal Aid: 100%

(must match resolution)

Other: N/A