

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

65511

**DATE:** October 12, 2018

**TO:** Honorable Members of the Board of Acquisition and Contract

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

**SUBJECT:** Authority for the County to exercise its third and final option to extend six (6) agreements with the six (6) agencies listed below for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for a total aggregate amount not to exceed \$802,399 for the period from July 1, 2018 through June 30, 2019.

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By resolution approved on September 17, 2015 (the "September 17<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services Office of Workforce Development (the "Department"), to enter into a total of seven (7) agreements with seven (7) agencies listed in the September 17<sup>th</sup> Resolution (the "Agreements"), for the purpose of operating youth employment programs for economically disadvantaged youth, ages 14-24, under WIOA, for the period from July 1, 2015 through June 30, 2016, for a total aggregate amount not-to-exceed \$891,176 in the individual not-to-exceed amounts set forth in the September 17<sup>th</sup> Resolution, pursuant to approved budgets, with the County having the option, in its sole discretion, to extend the term of each agreement for up to three (3) additional one-year periods. The Agreements were subsequently executed.

Thereafter, by resolution approved on January 21, 2016, your Honorable Board authorized the County to 1) terminate the agreement with the Westchester Community Opportunity Program, Inc., one of the seven (7) agencies listed in the September 17<sup>th</sup> Resolution, thereby reducing the total number of agencies operating youth employment programs from seven (7) to six (6); and 2) amend the agreement with the Putnam Northern Westchester Board of Cooperative Educational Services ("BOCES"), another of the agencies listed in the September 17<sup>th</sup> Resolution, in order to expand the scope of services to include 40 additional youth and to increase the not-to-exceed amount by an additional \$72,330, from an amount not-to-exceed \$98,519 to an amount not-to-exceed \$170,849, with all other terms and conditions set forth in the agreement with BOCES to remain the same. The amendment to the agreement with BOCES was subsequently executed.

Thereafter by resolution approved on June 2, 2016 (the "June 2<sup>nd</sup> Resolution"), your Honorable Board authorized the County to amend the six (6) agreements with the six (6) agencies listed on the June

2<sup>nd</sup> Resolution in order to 1) expand the scope of services under the Agreements to include summer youth employment and work experience assistance; and 2) increase the total aggregate not-to-exceed amounts authorized thereunder by an additional \$67,580.12 in Work Experience funding, from a total aggregate

amount not-to-exceed \$891,176, to a new total aggregate amount not-to-exceed \$958,756.12, and to pay each agency an additional amount not-to-exceed \$11,263.36, as set forth in the June 2<sup>nd</sup> Resolution, to compensate the agencies for additional services rendered. The amendments to the six (6) agreements with the six (6) agencies were subsequently executed (the "Work Experience Amendments").

Thereafter, by resolution approved on January 5, 2017 (the January 5<sup>th</sup> Resolution"), your Honorable Board authorized the County to 1) terminate the Work Experience Amendments; and 2) exercise the first of its three options to extend the six (6) agreements with the six (6) agencies, as listed on the January 5<sup>th</sup> Resolution, for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2016 and continuing through June 30, 2017, for a total aggregate amount not-to-exceed \$954,115, in the individual not-to-exceed amounts set forth in the January 5<sup>th</sup> Resolution, payable pursuant to approved budgets, with the County retaining the option, in its sole discretion, to extend the term of each agreement for up to two (2) additional one-year terms, with pricing for the options to be based upon available funding and past performance (the "First Extension Amendments"). The First Extension Amendments were subsequently executed.

Thereafter, by resolution approved on September 28, 2017 (the "September 28<sup>th</sup> Resolution"), your Honorable Board authorized the County to exercise the second of its three options to extend the six (6) agreements with six (6) agencies, as listed in the September 28<sup>th</sup> Resolution, for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2018 and continuing through June 30, 2019, for a total aggregate amount not-to-exceed \$806,660, in the individual not-to-exceed amounts set forth in the September 28<sup>th</sup> Resolution, payable pursuant to approved budgets, with the County retaining the option, in its sole discretion, to extend the term of each agreement for up to one (1) additional one-year term, with pricing for the options to be based upon available funding and past performance.

The County now seeks to exercise its third and final option to extend the term of each agreement set forth below for an additional one (1) year period, from July 1, 2018 through June 30, 2019. Accordingly, authority is requested for the County, acting by and through the Department, to exercise the third of its three options to extend the six (6) agreements with six (6) agencies, as listed below, for the purpose of operating, as specified below, youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2018 and continuing through June 30, 2019, for a total aggregate amount not-to-exceed \$802,399, in the individual not-to-exceed amounts set forth below, payable pursuant to approved budgets.

#### **WIOA WORKFORCE DEVELOPMENT ACADEMY FOR YOUTH PROGRAM**

<u>Agency Name</u>	<u>Funding Amount</u>
The Children's Village, Inc.	\$137,423
City of Mount Vernon Youth Bureau	\$138,665
The City of White Plains Youth Bureau	\$126,263
The Guidance Center of Westchester, Inc.	\$140,050
Putnam Northern Westchester BOCES	\$119,948
Westhab, Inc.	<u>\$140,050</u>
Total	\$802,399

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

The proposed Agreements will serve a public purpose by facilitating the Westchester Putnam Workforce Development Academy for Youth (WDAY) pursuant to WIOA, to operate youth employment programs which will enhance graduation rates, workforce skills and self sufficiency among the youth of Westchester and Putnam Counties.

The goals and objectives of the proposed agreements are to serve no less than 361 youth and achieve the following outcomes:

- Placement in employment or education at a rate of 70.5% for the first and third quarters after exit
- Attainment of a degree or certificate at a rate of 65.9%
- Literacy and Numeracy at a rate of 56.7%

The goals and objectives of the proposed agreements are in the best interest of the County in terms of public safety because the youth are less likely to engage in negative social behavior while they are participants in this program. The goals and objectives of the proposed agreements are also in the best interests of the County in terms of fiscal responsibility, as participants who are economically disadvantaged are more likely to become self-sufficient as they obtain educational assistance, job training and other skills necessary to prepare them for the job market. This program would reduce their dependence on public assistance and other related programs as many of them would obtain higher education and employment.

The goals and objectives of the proposed agreements will be monitored and tracked via monthly reports submitted by the contractors. The program staff will review all youth data, including services and outcomes, in the New York State Department of Labor (“NYSDOL”) One Stop Operating System.

Pursuant to the Westchester County Procurement Policy, an RFP was issued on April 30, 2015 on behalf of the Westchester County Office of Workforce Investment to solicit proposals from public and private non-profit agencies to deliver youth employment services to various communities in Westchester and Putnam Counties under the WDAY of Westchester and Putnam Counties. The RFP was posted on the County and One Stop websites, the Journal News and emailed to various One Stop partners. Each of the six (6) agencies listed above submitted proposals in response to the RFP. Following a review of each proposal with reference to the evaluation criteria set forth in the RFP, the review committee recommended that each agency be awarded one contract to serve participants in the Westchester Putnam Workforce Development Academy for Youth.

The proposed contract renewals are also subject to the Federal Common Grant Rules, under which a market analysis must be conducted before a renewal option may be exercised. As a result, the Department did a cost analysis to determine: 1) if the costs are reasonable, 2) if other agencies charged similar prices for the same services or cost; and 3) would be in the best interest to of the County to have County staff provide these services. The Department’s cost analysis determined that similar agencies charged between \$2,500 to \$3,158 per student for providing the same or similar services and it would cost \$4,626 per youth for County staff to provide these services. Following a review, it was determined that the rates submitted by the six (6) agencies referenced above were reasonable and compatible with current market rates for similar services. Therefore, upon analysis, it has been determined that it is in the Department’s best interest to renew the six (6) agreements with the six (6) agencies listed above based on their cost effective rates as well as the fact that the agencies have successfully provided youth employment services in the past.

Accordingly, I most respectfully recommend approval of the attached resolution.

KMM/SNL/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/08/2018 - LISA MRIJAJ, SECRETARY

**RESOLUTION**

Upon a communication from the Commissioner of the Department 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 Development (the “Department”), is authorized to exercise its third and final option to extend the six (6) agreements with the six (6) agencies, as listed below (the “Agreements”), for the purpose of operating youth employment and work experience programs for economically disadvantaged youth, ages 14-24, under WIOA, for an additional one (1) year term commencing on July 1, 2018 and continuing through June 30, 2019, for a total aggregate amount not-to-exceed \$802,399, in the individual not-to-exceed amounts set forth below, payable pursuant to approved budgets.

**WIOA WORKFORCE DEVELOPMENT ACADEMY FOR YOUTH PROGRAM**

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Westhab, Inc.	<u>\$140,050</u>
Total	<u>\$802,399</u>

And, be it further

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

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take all actions necessary to effectuate the purpose hereof.

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Account to be Charged/credited	Fund	Dept.	Unit	Object/ Sub Object	Trust Account	Dollars
	275	22	401T	7340	T401	\$802,399

Budget Funding Year(s) 2018- 2019 Start Date: July 1, 2018 End Date: June 30, 2019  
 (Must match resolution)

Funding Source	Tax Dollars:
<u>\$802,399</u>	State Aid:
	Federal Aid: <u>100%</u>
	Other: