



George Latimer  
County Executive

Department of Social Services  
Kevin M. McGuire  
Commissioner

**68540**

DATE: February 25, 2019

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner

SUBJECT: Authority for the County to exercise a portion of its third and final option to renew an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the provision of Employment Related Program Services to adult recipients of Temporary Assistance who are exempt from participation in public assistance work activities, by extending the term of the contract for three (3) additional months from April 1, 2019 through June 30, 2019 for a total aggregate amount not to exceed \$343,750, payable pursuant to an approved budget and subject to appropriation.

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Pursuant to an RFP issued by the Department on February 24, 2016 and a Resolution approved by your Honorable Board on April 7, 2016 (the "April 7<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services, Office of Employment Operations (the "Department") to enter into an agreement with the Urban League, pursuant to which the Urban League would provide Employment Related Program Services to all adult recipients (age 19 and over) of Temporary Assistance ("TA") who are exempt from participation in public assistance work activities pursuant to NYS Temporary Assistance and Supplemental Nutrition Assistance Program Employment Manual section 385.2., for the period from April 1, 2016 through March 31, 2017 for a total amount not to exceed \$1,375,000, comprised of an amount not-to-exceed \$1,350,000 payable monthly in accordance with an approved budget and an amount not-to-exceed \$25,000, payable at an approved rate upon the Contractor achieving certain job retention milestones (the "Agreement") subject to appropriation. The April 7<sup>th</sup> Resolution further provided that the County, at its sole option, could renew the Agreement for up to three (3) additional one (1) year periods on the same terms and conditions, including pricing, as the initial term, subject to the further approval of your Honorable Board. The Agreement was subsequently executed.

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Thereafter, by resolution approved on May 18, 2017, your Honorable Board authorized the County to exercise the first of its three (3) options to renew the Agreement with the Urban League for the period from April 1, 2017 through March 31, 2018 for an amount not to exceed \$1,375,000, comprised of an amount not-to-exceed \$1,350,000 payable monthly in accordance with an approved budget and an amount not-to-exceed \$25,000, payable at an approved rate upon the Urban League achieving certain job retention milestones (the "First Amendment"). The First Amendment was subsequently executed.

Thereafter, by resolution approved on May 31, 2018, your Honorable Board authorized the County to exercise the second of its three (3) options to renew the Agreement with the Urban League for the period from April 1, 2018 through March 31, 2019 for an amount not to exceed \$1,375,000, comprised of an amount not-to-exceed \$1,350,000 payable monthly in accordance with an approved budget and an amount not-to-exceed \$25,000, payable at an approved rate upon the Urban League achieving certain job retention milestones (the "Second Amendment"). The Second Amendment was subsequently executed.

The County now seeks authority to exercise a portion of its third and final option to renew the Agreement with the Urban League for the period from April 1, 2019 through June 30, 2019. The reason the County will only be exercising a portion of its one year renewal option is because auditors from New York State have expressed concern about the Urban League's lackluster performance under this contract. The Urban League's performance measurement indicators ("PMIs") are below the State's expectations. As such, the Department will be issuing a new RFP to procure a new vendor for this service for the period from July 1, 2019 through March 31, 2020. In the meantime, the Urban League will continue to operate the program through June 30, 2019. Accordingly, authority is respectfully requested for the County to exercise a portion of its third and final option to renew the Agreement with the Urban League for the provision of Employment Related Program Services to adult recipients of Temporary Assistance who are exempt from participation in public assistance work activities, by extending the term of the contract for three (3) additional months commencing on April 1, 2019 and continuing through June 30, 2019 for a total aggregate amount not to exceed \$343,750, comprised of an amount not-to-exceed \$337,500 payable monthly in accordance with an approved budget and an amount not-to-exceed \$6,250, payable at an approved rate upon the Urban League achieving certain job retention milestones

It should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, performed a cost analysis of the costs for the County's third option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is, therefore, economically prudent to exercise a portion of the County's third and final option under the Agreement in order to obtain these services for three (3) additional months from April 1, 2019 through June 30, 2019.

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

**The Agreement will serve a public purpose** through the evaluation and ultimate improvement of the County's existing work participation programs for the Temporary Assistance (TA) "Exempt Population".

**The goals and objectives of this program** will be to analyze and evaluate Department's existing work participation programs for the TA "Exempt Population" and recommend improvements that will result in increased work participation rates and increased self-sufficiency of Westchester County Department of Social Services ("WCDSS") TA households as well as better outcomes for households within that population that are exempt from work requirements.

**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 a planning approach for "exempt" individuals with the potential to be restored to self-sufficiency through treatment/rehabilitation and non-traditional work activity or alternative 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/PE/jpg  
Attachment

**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 Employment Operations, is hereby authorized to exercise a portion of its third and final option to renew an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the provision of Employment Related Program Services to adult recipients of Temporary Assistance who are exempt from participation in public assistance work activities (the "Agreement"), by extending the term of the Agreement for three (3) additional months from April 1, 2019 through June 30, 2019 for a total aggregate amount not to exceed \$343,750, comprised of an amount not-to-exceed \$337,500 payable monthly in accordance with an approved budget and an amount not-to-exceed \$6,250, payable at an approved rate upon the Urban League achieving certain job retention milestones; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect upon the parties; 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
101	22	8900	5860	-----	\$171,875
263	22	708U	4380	T708	\$171,875

Budget Funding Year(s):2019  
(must match resolution)

Start Date: 4/1/2019

End Date: 06/30/2019

Funding Source	Tax Dollars:	<u>5860</u>	<u>T708U</u>
	State Aid:	71%	
	Federal Aid:	29%	
	Other:	0%	100%

**\$343,750**  
must match resolution)

APPROVED BOARD OF ACQUISITION OFFICER - LICIA MARIJAJ, SECRETARY