

70046

Date: May 7, 2019

To: The Honorable Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner

Re: Authority to retroactively amend a “short-form” contract (DSS720-17) with the New England College of Business and Finance, LLC (“NECBF”) pursuant to which NECBF agreed to provide certain employment and/or classroom training and instruction to assist participants in obtaining the skills necessary to secure employment for a term commencing on April 1, 2017 and continuing through March 31, 2018 for an amount not-to-exceed \$20,000, by retroactively extending the term of the agreement for an additional six (6) months, from April 1, 2018 through September 30, 2018, at no additional cost to the County.

On June 28, 2017, the County of Westchester (the “County”), acting by and through its Department of Social Services (the “Department”) entered into a “short-form” contract with NECBF pursuant to which NECBF agreed to provide certain employment and/or classroom training and instruction to assist participants in obtaining the skills necessary to secure employment for a term commencing on April 1, 2017 and continuing through March 31, 2018 for an amount not-to-exceed \$20,000.00 (the “Agreement”). The Agreement was subsequently executed (DSS720-17).

Because additional time was required for the ITA (Individual Training Account) participants to complete the training covered as described in original contract, it became necessary to retroactively extend the term of the Agreement for an additional six (6) months, from April 1, 2018 through September 30, 2018 to reflect the additional time that was given to NECBF to complete the services, at no additional cost to the County.

As your Honorable Board is aware, amendments to short-form contracts which result either in increases which exceed the \$35,000 threshold for short-form contracts and/or term extensions beyond the one (1) year threshold, must first be approved by your Honorable Board. Since the proposed six (6) month term extension resulted in the contract term exceeding one (1) year, the retroactive approval of your Honorable Board is now required. Accordingly, authority is respectfully requested to retroactively amend the Agreement with NECBF for the provision of certain employment and/or classroom training and instruction to assist participants in obtaining the skills necessary to secure employment for a term commencing on April 1, 2017 and continuing through

March 31, 2018 for an amount not-to-exceed \$20,000.00, by retroactively extending the term thereof for an additional six (6) months, from April 1, 2018 through September 30, 2018, in order to provide NECBF with additional time to complete the services. It should be noted that this is a no-cost extension only.

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

It should be noted that the original short form contract was procured pursuant to a short form contract approval on 4/20/2017 for \$8,575.00, followed by a second short-form contract approval on 7/21/2017 for \$11,425.00, for a total short-form contract approval not-to-exceed \$20,000.00.

The goals and objectives of this Agreement are to amend the existing Agreement for the limited purpose of retroactively extending the term thereof through September 30, 2018, at no additional cost to the County, to give the Contractor additional time to complete the services.

The goals and objectives are in the best interests of the County in terms of providing job seekers job training because such training will help job seekers gain employment and serve to enhance career training for long-term employment.

The Agreement will be tracked and monitored by the Department.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to retroactively amend a “short form” agreement (DSS720-17) with the New England College of Business and Finance, LLC (“NECBF”) pursuant to which NECBF agreed to provide certain employment and/or classroom training and instruction to assist participants in obtaining the skills necessary to secure employment for a term commencing on April 1, 2017 and continuing through March 31, 2018 for an amount not-to-exceed \$20,000 (the “Agreement”), by retroactively extending the term of the Agreement for an additional six (6) months, from April 1, 2018 through September 30, 2018, at no additional cost to the County; and be it further

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

RESOLVED, that the County Attorney or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A
(must match resolution)

Start Date: 04/01/2017 End Date: 09/30/2018

Funding Source

Tax Dollars: N/A

State Aid: N/A

\$N/A

(must match resolution)

Federal Aid: N/A

Other : N/A