

82553

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Honorable George Latimer
Westchester County Executive

Robin Schlaff
Director, Office for Women

DATE: February 9, 2021

SUBJECT: Authority to enter into an agreement with Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! to operate programs to encourage volunteerism and to assist local nonprofits, for the period January 1, 2021 to December 31, 2021, for an amount not to exceed \$45,660.00

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! ("Volunteer NY") to operate a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local nonprofits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for a term commencing January 1, 2021 and continuing through December 31, 2021, for an amount not to exceed Forty-Five Thousand Six Hundred Sixty Dollars (\$45,660.00), payable half upon execution of the proposed Agreement and balance upon receipt of the final report which shall be due thirty (30) days after completion of the contract term.

The proposed Agreement will serve a public purpose by encouraging volunteerism in Westchester County, thereby increasing the ability of local nonprofits to help provide various services that might otherwise have to be provided by the County.

The goals and objectives of the proposed Agreement are as follows:

- Mobilizing More Volunteers will organize the 9/11 National Day of Service and Remembrance event and engage volunteers from the business, nonprofit and general community; produce and distribute a regular schedule of digital newsletters and e-blasts highlighting one-time and long-term volunteer opportunities as well as critical needs with continued emphasis on Westchester; and connect volunteers for new assignments.
- Building the Capacity of Local Nonprofits will produce and distribute monthly digital newsletters announcing workshops and other topics related to volunteer management; provide one-on-one consultations to Westchester-based nonprofits; work with

businesses and professionals to identify and connect deeply committed volunteers who will lead on boards of directors; and connect nonprofits to a greater base of support through the 9/11 community-wide day of service and corporate days of service.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt the procurement of the proposed Agreement from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof has been granted by your Honorable Board pursuant to a separate resolution submitted on even date herewith.

Attached for your consideration is a proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT 02/18/2021 ALBA MRIJAN SECRETARY

RESOLUTION

Upon a communication from the Westchester County Executive and the Director of the Office for Women, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! ("Volunteer NY"), to operate a program to encourage volunteerism, known as "Mobilizing More Volunteers," and a program to assist local nonprofits in handling additional volunteers, known as "Building the Capacity of Local Nonprofits," for a term commencing January 1, 2021 and continuing through December 31, 2021, for an amount not to exceed Forty-Five Thousand Six Hundred Sixty Dollars (\$45,660.00), payable half upon execution of the Agreement and balance upon receipt of the final report which shall be due thirty (30) days after completion of the contract term; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also 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 State Budget and/or the adoption of a 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 any 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 be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	52	2508	5100	N/A	\$45,660	2021

Budget Funding Year(s) 2021
(must match resolution)

Start Date: 1/1/2021 **End Date:** 12/31/2021

\$45,660
(must match resolution)

Funding Source: Tax Dollars \$45,660
State Aid _____
Federal Aid _____
Other _____