

**83096**

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

**FROM:** Honorable George Latimer  
Westchester County Executive

**DATE:** March 3, 2021

**SUBJECT:** Authority to enter into an agreement with Westchester Library System to provide education and support in the areas of consumer health, job search and related digital skills as well as interlibrary loan and delivery services for Westchester county residents, for the period January 1, 2021 to December 31, 2021, for an amount not to exceed \$1,050,600.00.

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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 Westchester Library System ("WLS") to provide education and support in the areas of consumer health, job search and related digital skills as well as interlibrary loan and delivery services for Westchester county residents, for a term commencing January 1, 2021 and continuing through December 31, 2021, for an amount not to exceed One Million Fifty Thousand Six Hundred Dollars (\$1,050,600.00), to be paid quarterly pursuant to an approved budget.

The proposed Agreement will serve a public purpose by providing County residents with free access to library materials such as books, CDs, DVDs and magazines, as well as special exhibits on topics of educational and/or cultural interest.

The goals and objectives of the proposed Agreement are for WLS to provide the following services.

- Local Library Support Operations
  - The Interlibrary Loan and Cataloging Departments will improve access to local library collections by the public and fulfill patron requests for materials not available through the countywide collections.
  - WLS will also administer a vital system-wide delivery service that reaches all 38 local public libraries in Westchester, which is a key component to providing equitable library service to all communities as this allows an item to be brought to and from any library in the County.
- Education and Support: Consumer Health, Job Search and related digital skills
  - WLS will direct Westchester Seniors Out Speaking ("WSOS"), a free education and counseling service addressing Medicare and related-benefits that serve

older adults and caregivers. Educational workshops will be delivered at libraries and other locations, including topics such as understanding Medicare options, planning for home care, preparing for coordination of benefits with retiree and NYS Marketplace insurance, and addressing age-based bias in health care services. WSOS will also address health research and digital privacy and include programming on self-advocacy in the context of new health services such as telehealth. WSOS will be offered via Zoom and/or telephone.

- WLS will also provide comprehensive career counseling services relevant to community members at all stages of their work lives. Special outreach and programming will be provided for those returning to the workforce after caregiving responsibilities or a period of incarceration, adults with disabilities and those seeking to redirect their careers. Focused on supplementing the County's workforce development programs, print resources such as the Job Search Tool Kit (available in English and Spanish) and related one-to-one job search coaching will provide unemployed and under-employed individuals with strategies for assessing their opportunities, presenting their skills effectively and navigating 21<sup>st</sup> century job search realities (i.e. use of social media and effective use of online search tools and applications).

The goals and objectives of the proposed Agreement will be tracked and monitored by the County Executive's Office through quarterly statistical reports as well as County/WLS annual meetings to evaluate the scope of services being provided.

The procurement of the proposed Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) (xiii), which exempts contracts for the "support, enhancement, or preservation of cultural resources and the arts."

Attached for your consideration is a proposed Resolution.

# RESOLUTION

Upon a communication from the Westchester County Executive, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") Westchester Library System ("WLS"), to provide education and support in the areas of consumer health, job search and related digital skills as well as interlibrary loan and delivery services for Westchester county residents, for a term commencing January 1, 2021 and continuing through December 31, 2021, for an amount not to exceed One Million Fifty Thousand Six Hundred Dollars (\$1,050,600.00), to be paid quarterly pursuant to an approved budget; 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 WLS, then WLS 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	2180	5100	N/A	\$1,050,600	2021

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

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

\$1,050,600  
(must match resolution)

**Funding Source:** Tax Dollars \$1,050,600  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_