



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

91088

DATE: February 16, 2022

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

RE: Authority to enter into an agreement with Program Design and Development, LLC, for the provision of grant proposal writing services and/or other special projects, for the period from January 1, 2022 through December 31, 2022, for a total not to exceed amount of \$20,000, pursuant to an approved budget, with the County having the option to extend the term of the agreement for two (2) additional one-year terms.

Authority is hereby requested from your Honorable Board, for the County of Westchester ("County"), acting by and through its Department of Social Services ("Department") to enter into an agreement with Program Design and Development, LLC ("Program Design"), for the provision of grant proposal writing services and/or other special projects, for the period from January 1, 2022 through December 31, 2022, for a not to exceed amount of \$20,000.00. These services may include coordinating necessary planning with local service providers and/or participating jurisdictions, researching needed data, collecting documents, preparing application materials, arranging appropriate application review and signatures, and duplicating, assembling, and mailing the applications. Pursuant to the proposed Agreement, the County has the option to extend the term of the Agreement for two (2) additional one-year terms.

In accordance with Section 7 of the County of Westchester Procurement Policy ("County Procurement Policy"), the County conducted a request for quotations ("RFQ") process. On November 19, 2021, the County issued an RFQ soliciting quotations, statements or other information from consultants to provide the aforementioned services. In response to the RFQ, the Department received three (3) written quotations from the following entities: 1) AMASE LLC ("AMASE"); 2) Jetco Solutions ("Jetco"); and 3) Program Design.

Based on the Department's review of the three (3) proposals, the Department determined the proposals submitted by AMASE and Jetco to be non-responsive as they did not meet the minimum eligibility requirement of having experience and specific expertise with applying for grants from the New York State Office of Temporary and Disability Assistance ("OTDA") and the U.S. Department of Housing and Urban Development ("HUD"). Program Design is the only proposer that sufficiently demonstrated their ability to meet the requirements of the RFQ and therefore was considered the only responsive proposer. Program Design is the best entity to meet the Department's grant writing needs since AMASE and Jetco are based out of state and appear to not to have familiarity with Westchester County systems or the services the Department offers and the populations served, as well as experience working with social service agencies or homeless services, child welfare or other social services.

The proposed Agreement serves a **public purpose** by helping the County secure needed funding for various social, economic and workforce development programs that will benefit County residents by creating available job training and or employment resources.

The **goals and objectives** of the proposed Agreement are to enable the Department to apply to state or federal funding opportunities in order to secure needed funding for various social and economic development programs.

The **goals and objectives are in the best interest of the County in terms of fiscal responsibility** as the proposed Agreement is aimed at bringing additional funding into the County to address the social, economic and workforce development needs of its residents through the provision of needed services and programs. In addition, the proposed Agreement would help the County in offsetting the continued reduction in Workforce Investment Act funding that the County receives from the New York State Department of Labor.

The success of the goals and objectives of the proposed Agreement will be measured based on the number of proposals that each contractor submits and by the number and amount of grant awards that result from the proposals submitted.

Based upon the expertise and experience that Program Design has in the area of grant writing, it is recommended that the best interests of the County would be served by contracting with Program Design to provide the requested services.

I most respectfully recommend and urge the adoption of the annexed Resolution.

LGT/cmc

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Program Design and Development, LLC ("Program Design"), for the provision of grant proposal writing services and/or other special projects, for the period from January 1, 2022 through December 31, 2022, for a total amount not to exceed \$20,000.00; and be it further

RESOLVED, that the County shall have the option to extend the term of the Agreement for two (2) additional one-year terms; and be it further

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

RESOLVED, that the 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 the 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 the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to Program Design, then Program Design shall have the right to terminate the 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 to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5860		\$20,000

Budget Funding Year(s): 2022 Start Date: 01/01/2022
(must match resolution)

End Date: 12/31/2022

Funding Source

Tax Dollars: 71%

State Aid: 29%

\$20,000.00

Federal Aid: _____

(must match resolution)

Other: _____