

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

92529

DATE: April 12, 2022

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner

SUBJECT: Authority to enter into an agreement with Harquin Graphics, Inc. pursuant to which Harquin Graphics, Inc. will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of the Workforce Innovation & Opportunity Act of 2014 for the period from September 1, 2021 through August 31, 2025 for an amount not-to-exceed \$70,000 per year for a total aggregate amount not to exceed \$280,000.00 to be paid monthly at the rate of \$5,833 per month.

Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development (the "Department"), on behalf of the Westchester Putnam Local Workforce Development Board ("WDB"), to enter into an agreement with Harquin Graphics, Inc. ("Harquin") pursuant to which Harquin will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of WIOA for the period from September 1, 2021 through August 31, 2025 (the "Agreement"). In consideration for services to be rendered under the Agreement, the County shall pay Harquin an amount not to exceed \$70,000 per year for a total aggregate amount not-to-exceed \$280,000.00, to be paid monthly at the rate of \$5,833 per month.

As your Honorable Board is aware, WIOA was designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Among other things, WIOA requires the services of a One-Stop Operator whose role is to coordinate the service delivery of required one-stop partners and service providers in the one-stop centers located in the local workforce development area.

The Agreement will serve a public purpose by improving the quality and labor market relevance of workforce investment and education in an effort to provide workers with the skills and credentials necessary to secure and advance in employment with sustaining wages and to provide employers with the skilled workers they need to succeed.

The goals and objectives of this program will be to promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers.

The goals and objectives of this program are in the best interests of the County in terms of fiscal responsibility by increasing the prosperity of workers and employers and the economic growth in Westchester County.

The goals and objectives will be tracked and monitored by the WDB Director and staff.

The Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On July 9, 2021, the Department, on behalf of the WDB, issued a request for proposals (RFP) to solicit respondents to serve as the One-Stop Operator as described in the RFP and consistent with the requirements of WIOA. The RFP was advertised in the local Journal News, posted on the County and One Stop websites and distributed widely via emails and social media to a variety of organizations and individuals locally, statewide and nationally. On August 20, 2021, three (3) proposals were received from the three agencies listed below. Each proposal was reviewed with reference to the evaluation criteria set forth in the RFP. Harquin was selected based on the average scores below, including a review of the proposed budgets.

Proposers	Rater 1	Rater 2	Rater 3	Average Score	Total Budget
1. United Way 211 of the Hudson Valley	75	88	105	89	\$858,291
2. Harquin Graphics, Inc.	87	99	100	95	\$280,000
3. SteerUS	21	13	110	48	\$1,653,418

Based on its having received the highest score from the Performance & Accountability Committee, we respectfully request authorization to enter into a contract with Harquin.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

LGT/SNL/jpg
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester Putnam Local Workforce Development Board, is hereby authorized to enter into an agreement with Harquin Graphics, Inc. (“Harquin”) pursuant to which Harquin will serve as the One-Stop Operator for the Westchester Putnam Local Workforce Development Area in accordance with the requirements of the Workforce Innovation & Opportunity Act of 2014 (WIOA) for the period from September 1, 2021 through August 31, 2025 (the “Agreement”); and be it further

RESOLVED, that in consideration for services to be rendered, the County shall pay Harquin an amount not to exceed \$70,000 per year for a total aggregate amount not-to-exceed \$280,000.00, to be paid monthly at the rate of \$5,833 per month; 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
275	22	402W		T402	\$140,000
275	22	403W		T403	\$140,000

Budget Funding Year(s): 2021-25 Start Date: 09/01/2021 End Date: 08/31/2025
(must match resolution)

Funding Source

\$280,000

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other: