



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**111502**

DATE: July 21, 2025

TO: Board of Acquisition and Contract

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

SUBJECT: 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, 2025, through December 31, 2025, for a total not to exceed amount of \$30,000, 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.

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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 (DSS3050-25) 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, 2025 through December 31, 2025, for a not to exceed amount of \$30,000.00, payable pursuant to an approved budget. 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 5 of the County of Westchester Procurement Policy ("County Procurement Policy"), the County conducted a request for quotations ("RFQ") process. On April 10, 2025, 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 ten (10) written quotations from the following respondents: 1) Forvis Mazars, LLP; 2) Next Steps; 3) 11<sup>th</sup> House; 4) Sheer; 5) LSI; 6) DWC; 7) Chase; 8) The Write Consultants; 9) GTC 360; and 10) Program Design.

Based on the Department's careful review of the ten (10) quotations received in accordance with the evaluation criteria set forth in the RFQ, the Department determined the proposal submitted by Program Design was the most advantageous for the County, considering, amongst other things, its qualifications, experience, and proposed total cost. Program Design has extensive experience working with social service agencies regarding homeless services, child welfare or other social services and, it has performed satisfactorily in the past for the Department.

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 aims 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", DSS3050-25) with Program Design and Development, LLC ("Program Design"), for the provision of grant proposal writing services and/or other special projects, for the period commencing retroactively on January 1, 2025 through December 31, 2025, for a total amount not to exceed \$30,000.00, payable pursuant to an approved budget; 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.

**1. Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2025	101	22	8900	5860		30,000

**2. Budget Funding Year(s): 2025**

Start Date: 01/01/2025 End Date: 12/31/2025

(must match resolution)

**3. Funding Source:**

Federal	0%	CFDA#(s)	N/A		
State	29%	State ID#(s)	N/A		
Operating/ Tax Levy	71%				
Capital					

**4. Total NTE: \$30,000**

(must match resolution)