



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112792

DATE: January 6, 2026

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner

SUBJECT: Authority for the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester-Putnam Workforce Development Board, to enter into an agreement with Harquin Graphics, Inc., pursuant to which Harquin Graphics will serve as One-Stop Operator for the Westchester-Putnam Career Center Network in accordance with the Workforce Innovation & Opportunity Act of 2014, for the period commencing retroactively on September 1, 2025 and continuing through August 31, 2029, in an amount not to exceed \$82,000.00 per year and a total aggregate amount not to exceed \$328,000.00 during the Agreement term, to be paid pursuant to an approved budget and subject to appropriations.

---

Authority is requested from your Honorable Board for the County of Westchester ("County"), acting by and through its Department of Social Services, Office of Workforce Development ("Department"), on behalf of the Westchester-Putnam Workforce Development Board ("WPWDB"), to enter into an agreement with Harquin Graphics, Inc. ("Harquin Graphics"), pursuant to which Harquin Graphics will serve as One-Stop Operator for the Westchester-Putnam Career Center Network ("Services") in accordance with the Workforce Innovation & Opportunity Act of 2014 ("WIOA"), for the period commencing retroactively on September 1, 2025 and continuing through August 31, 2029 ("Agreement"). In consideration for the Services to be rendered pursuant to this Agreement, the County shall pay Harquin Graphics an amount not to exceed \$82,000.00 per year and a total aggregate amount not to exceed \$328,000.00 during the Agreement term. Harquin Graphics shall be paid pursuant to an approved budget and the Agreement shall be subject to appropriations.

On April 18, 2025, the County, acting by and through the Department, on behalf of WPWDB, issued a request for proposals ("RFP") that solicited proposals to provide the Services, and another such RFP on July 21, 2025. In response to the RFP issued on April 18, 2025, the County did not receive any proposals. In response to the RFP

issued on July 21, 2025, the Department received two (2) proposals. The Department had several individuals review the July 21<sup>st</sup> RFP proposals and evaluate them based on the evaluation criteria specified in the RFP. After carefully reviewing and considering each proposal, the Department gave Harquin Graphics the highest score and Harquin Graphics was, accordingly, ranked first. The Department conducted an analysis of the cost proposal from Harquin Graphics and found that it is reasonable. Based on the Department's review of the proposal from Harquin Graphics and Harquin Graphics' performance under previous contracts with the County, the Department is satisfied that it is a reasonable vendor for these Services. Accordingly, the County has complied with Section 6 of the Westchester County Procurement Policy & Procedures.

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

The goals and objectives of the proposed Agreement will be to improve the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers.

The goals and objectives of the proposed Agreement are in the best interests of the County in terms of fiscal responsibility because the Services will increase the prosperity of the County's workers and employers and its economy.

The goals and objectives of the proposed Agreement will be tracked and monitored by the WPWDB Director and staff.

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

LGT/TL/mcz

## RESOLUTION

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

RESOLVED, that the County of Westchester ("County"), acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester-Putnam Workforce Development Board, is hereby authorized to enter into an agreement with Harquin Graphics, Inc. ("Harquin Graphics"), pursuant to which Harquin Graphics will serve as One-Stop Operator for the Westchester-Putnam Career Center Network ("Services") in accordance with the Workforce Innovation & Opportunity Act of 2014, for the period commencing retroactively on September 1, 2025 and continuing through August 31, 2029 ("Agreement"); and be it further

RESOLVED, that in consideration for the Services to be rendered pursuant to this Agreement, the County shall pay Harquin Graphics an amount not to exceed \$82,000.00 per year and a total aggregate amount not to exceed \$328,000.00 during the Agreement term. Harquin Graphics shall be paid pursuant to an approved budget; and be it further

RESOLVED, that the Agreement shall be subject to 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 ("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 Harquin Graphics, then Harquin Graphics 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 is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

[Budget Boxes to Follow]

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

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	A402	7350	T402	\$164,000.00
275	22	A403	7350	T403	\$164,000.00

**2. Budget Funding Year(s): 2025-2029**

Start Date: September 1, 2025 End Date: August 31, 2029  
(must match resolution)

**3. Funding Source:**

Federal	100%	CFDA#(s)	17.258	17.278	
State	0%	State ID#(s)	N/A		
Operating/ Tax Levy	0%				
Capital	N/A				

**4. Total NTE: \$328,000.000**  
(Must match resolution)