



Kenneth W. Jenkins
Westchester County Executive

Department of Social Services
Leonard G. Townes
Commissioner

110214

DATE: January 3, 2025

TO: The Honorable Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to enter into an agreement with the University of Denver to provide leadership development and executive coaching consultant services in an amount not-to-exceed \$172,382.00, for the term March 1, 2025 through February 28, 2026, payable in equal quarterly installments, pursuant to an approved budget, with the County having the sole option to extend the term of the agreement for up to two (2) additional one (1) year periods on the same terms and conditions.

On September 26, 2024, the County of Westchester (the "County") acting by and through its Department of Social Services (the "Department"), issued a Request for Proposals ("RFP") to solicit proposals from vendors to provide leadership development and executive coaching consultant services. As a result of the RFP, the Department received eight proposals. Following a review of each proposal, the Department has determined that the proposal submitted by the University of Denver, by and through its Butler Institute for Families, Graduate School of Social Work (the "Consultant"), was the most cost effective and advantageous to the Department.

It is therefore recommended that your Honorable Board authorize the County to enter into an agreement (DSS2000PD-25; the "Agreement") with the Consultant to provide leadership development and executive coaching consultant services, in an amount not-to-exceed \$172,382.00, for the term March 1, 2025 through February 28, 2026, payable in equal quarterly installments, pursuant to an approved budget, with the County having the sole option to extend the term of the Agreement for up to two (2) additional one (1) year periods on the same terms and conditions.

The availability of leadership professional development, including executive coaching, will offer opportunities for the Department's leaders to refine existing skills and to acquire new skills necessary for leading an effective workplace.

The goals and objectives of the proposed Agreement are to create a structured process for developing current and emerging leaders within the Department to strengthen leadership, succession planning capacity, and ultimately enhance service provision. Leadership development will include individual coaching, assessments, and/or classroom learning sessions for Executives, Directors, Managers, and Supervisors.

The proposed Agreement will serve the public purpose of enhancing the skillset of leaders to promote improved employee performance, which will potentially lead to greater service provision for Westchester County residents served by the Department.

The goals and objectives of the proposed agreement will be tracked and monitored through performance measurement indicators developed by the Department. The tracking and monitoring include the submission of monthly statistics and quarterly reports, as well as direct contact with Department staff

Accordingly, authority is respectfully sought for the County to enter into this Agreement.

LGT/LD/sjc
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is authorized to enter into an agreement (DSS2000PD-25: the "Agreement") with the University of Denver, acting by and through its Butler Institute for Families, Graduate School of Social Work (the "Consultant"), to provide leadership development and executive coaching consultant services, in an amount not-to-exceed \$172,382.00, for the term March 1, 2025 through February 28, 2026, payable in equal quarterly installments, pursuant to an approved budget, with the County having the sole option to extend the term of the Agreement for up to two (2) additional one (1) year periods on the same terms and conditions; 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 the Consultant, then the Consultant 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 and all documents and take all actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

1. Account to be Charged/Credited:

| Fund | Dept. | Major Program, Program & Phase Or Unit | Sub Unit | Object/ Sub- Object | Dollars |
|------|-------|--|----------|---------------------------|------------|
| 101 | 22 | 2600 | 2614 | 4360 | 172,382.00 |

2. Budget Funding Year(s):

Start Date: 3/01/2025 End Date: 2/28/2026
(must match resolution)

3. Funding Source:

| | | | | | |
|------------------------|-----|--------------|-----|--|--|
| Federal | 23% | CFDA#(s) | N/A | | |
| State | 38% | State ID#(s) | N/A | | |
| Operating/ Tax Levy | 39% | | | | |
| Capital | | | | | |

4. Total NTE: \$172,382.00
(must match resolution)