



Kenneth W. Jenkins
County Executive

Department of Human Resources

Lisa Denig
Commissioner

#112275

DATE: October 23, 2025

TO: Board of Acquisition and Contract

FROM: Lisa Denig
Commissioner, Department of Human Resources

RE: Authority to amend an agreement with New York State Industries for the Disabled, Inc. for temporary office personnel for various job descriptions, for various departments of the County, at locations throughout Westchester County, by increasing its not-to-exceed amount, for the calendar year 2025, by \$60,000.00.

By a resolution approved on October 19, 2023, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with New York State Industries for the Disabled, Inc. ("NYSID"), pursuant to which NYSID was to provide temporary office personnel for various job descriptions, for various departments of the County, at locations throughout Westchester County (the "Services"), for a term commencing on January 1, 2024 and continuing through December 31, 2026 (the "Initial Term"), with the County having the option, in its sole discretion, to extend the term by up to two (2) additional one (1) year periods thereafter (the "Option Terms"). The Agreement was subsequently executed.

Under the Agreement, NYSID was to be paid an initial total amount not-to-exceed \$525,000.00 during the Initial Term, consisting of an initial not-to-exceed amount of \$175,000.00 for each of the three (3) years of said Initial Term, and an initial not-to-exceed amount of \$175,000.00 for each of the County's Option Terms. However, the Agreement specified that each initial not-to-exceed amount could be increased by the County if it needs additional Services, subject to the receipt of all necessary legal approvals.

The County has now determined that it needs additional Services during the current calendar year, due, in part, to the digitization of permanent health records for the County's Department of Health.

Accordingly, the County respectfully requests authority from your Honorable Board to amend the Agreement by increasing its not-to-exceed amount, for the calendar year 2025, by \$60,000.00, from an amount not-to-exceed \$175,000.00 to a new total not-to-exceed amount of \$235,000.00, to pay for additional Services, which shall be payable as specified in the Agreement (the "First Amendment").

Except as specifically described above, all terms and conditions of the Agreement will remain in full force and effect.

The proposed First Amendment will serve a public purpose by providing the funding to pay for additional temporary office personnel needed by the County to perform various governmental functions.

The goal and objective of the proposed First Amendment is to provide the funding to pay for additional temporary office personnel needed by the County to perform various governmental functions.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of ensuring the public welfare, as providing the funding to pay for additional temporary office personnel needed by the County to perform various governmental functions will facilitate County departments acting to ensure the welfare of the public.

The goal and objective of the proposed First Amendment will be tracked and monitored by the staff of the Department of Human Resources and each department that receives the Services.

I respectfully recommend approval of the attached resolution.

LD/KM/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of Human Resources, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to amend an agreement with New York State Industries for the Disabled, Inc. (“NYSID”), pursuant to which NYSID was to provide temporary office personnel for various job descriptions, for various departments of the County, at locations throughout Westchester County, (the “Services”) for a term commencing on January 1, 2024 and continuing through December 31, 2026 (the “Initial Term”), with the County having the option, in its sole discretion, to extend the term by up to two (2) additional one (1) year periods thereafter (the “Option Terms”), with NYSID to be paid an initial total amount not-to-exceed \$525,000.00 for the Initial Term, consisting of an initial not-to-exceed amount of \$175,000.00 for each of the three (3) years of said Initial Term, and an initial not-to-exceed amount of \$175,000.00 for each of the County’s Option Terms, (the “Agreement”) by increasing its not-to-exceed amount, for the calendar year 2025, by \$60,000.00, from an amount not-to-exceed \$175,000.00 to a new total not-to-exceed amount of \$235,000.00, to pay for additional Services, which shall be payable as specified in the Agreement; and be it further

RESOLVED, that except as specifically hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; 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 necessary and appropriate to effectuate the purposes of this resolution.

Account to be Charged/Credited

FY	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2025	101	27	0010	4446		60,000

Budget Funding Year(s): 2025
(must match resolution)

Start Date: 01/01/25

End Date: 12/31/25

Funding Source

\$60,000.00

(must match resolution)

Tax Dollars: \$60,000.00

State Aid: _____

Federal Aid: _____

Other: _____