



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

111407

Date: August 19, 2025

To: The Honorable Board of Acquisition and Contract

From: Leonard G. Townes,  
Commissioner of Social Services

Re: Authority for the County of Westchester to enter into an amendment of its agreement with Westchester Institute for Human Development for the provision of Aftercare Services for Foster and Therapeutic Care in order for the County to exercise the second of its four options by 1) extending the term thereof for the period from July 1, 2025 through June 30, 2026, and 2) increasing the not-to-exceed amount by an additional \$1,482,949, for services to be rendered during the extended term, pursuant to an approved budget.

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Pursuant to an RFP issued by the Department of Social Services (the "Department") on June 7, 2023 and by a resolution approved on August 24<sup>th</sup>, 2023 (the "August 24<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County") acting by and through its the Department, to enter into an agreement with Westchester Institute for Human Development ("WIHD"), for the provision of Aftercare Services for Foster and Therapeutic Care for the Department, for the term commencing July 1, 2023 and continuing through June 30, 2024, in the total not to exceed amount of \$1,446,615, with the County having the sole option to extend the term of the agreement upon the same terms and conditions for up to four additional one-year terms, in the amount of \$1,443,110 for the first year, \$1,482,949 for the second year, \$1,542,647 for the third year, and \$1,599,548 for the fourth year, to be paid pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed on or about October 17, 2023.

On August 1, 2024, your Honorable Board authorized the County, acting by and through the Department, to exercise the first of its four (4) options to renew the Agreement, by entering into a first amendment (the "First Amendment"), in order to extend the term thereof for the period from July 1, 2024 through June 30, 2025, and to increase the not-to-exceed amount by \$1,443,110, for services to be rendered during

the extended term, payable pursuant to an approved budget, bringing the total not-to-exceed payable pursuant to the Agreement and the First Amendment to \$2,889,725. The First Amendment was subsequently executed on or about August 6, 2024.

The Department has been satisfied with the quality of services provided to date by WIHD, and desires to exercise the second of its four (4) options to renew the Agreement for the period from July 1, 2025 through June 30, 2026 (the "Second Option Period"; DSS6056-B-23). In consideration for services to be rendered during the Second Option Period, the County shall pay WIHD an amount not to exceed \$1,482,949.

It should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, performed a cost analysis of the costs for the County's second renewal option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is, therefore, economically prudent to exercise the County's second option under the Agreement in order to obtain these services for the period from July 1, 2025 through June 30, 2026.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

Your Honorable Board's approval of the attached resolution is respectfully requested.

LGT/TL  
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 hereby authorized to exercise the second of its four options to renew under its agreement with Westchester Institute for Human Development ("WIHD") for the provision of Aftercare Services for Foster and Therapeutic Care for the Department, by entering into a second amendment ("Second Amendment"; DSS6056-B-23), in order to extend the term thereof for the period from July 1, 2025 through June 30, 2026, and to increase the not-to-exceed amount by \$1,482,949, for services to be rendered during the extended term, payable pursuant to an approved budget, bringing the total not to exceed payable pursuant to the Agreement, First Amendment, and the Second Amendment to \$4,372,674; and be it further,

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect;

RESOLVED, that the Second Amendment is subject to County appropriations; and be it further

RESOLVED, that the Second Amendment 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 each 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 WIHD, then WIHD 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 is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement	\$1,446,615
First Amendment	\$1,443,110
Second Amendment	\$1,482,949
Total:	\$4,372,674

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

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2025	101	22	8900	5960		\$591,474
2026	101	22	8900	5960		\$591,475
2025	101	22	8900	5885		\$150,000
2026	101	22	8900	5885		\$150,000

**2. Budget Funding Year(s):** 2025-2026

Start Date: July 1, 2025 End Date: June 30, 2026  
(must match resolution)

**3. Funding Source:**

**#5960**

Federal	35%	CFDA#(s)	93.667		
State	30%	State ID#(s)	N/A		
Operating/ Tax Levy	35%				
Capital	N/A				

**#5885**

Federal	38%	CFDA#(s)	93.674		
State	38%	State ID#(s)	N/A		
Operating/ Tax Levy	24%				
Capital	N/A				

**4. Total NTE:** \$1,482,949

(Must match resolution)