



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard Townes
Commissioner

111383

DATE: June 23, 2025

TO: Board of Acquisition and Contract

FROM: Leonard Townes
Commissioner, Department of Social Services

RE: Authority for the County of Westchester to:

- (1) amend the resolution approved on February 11, 2016 which authorized the County to enter into an agreement with the Westchester Institute for Human Development for the provision of services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children for an initial term commencing on January 1, 2015 and continuing through March 31, 2018 for an amount not to exceed \$4,395,116, with automatic two (2) and five (5) year renewals through December 31, 2024, subject to the parties' renewing their related sublease for the same periods, in order to (i) retroactively extend the termination date of the Agreement to March 31, 2025; and (ii) authorize \$347,718 in additional funding to cover the renewal periods through March 31, 2025.
- (2) amend the agreement with the Westchester Institute for Human Development in order to increase the total amount not-to-exceed by \$10,083,822 to cover the costs for the renewal periods through March 31, 2025.

By resolution approved on February 11, 2016 (the "Prior Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (the "Agreement") with the Westchester Institute for Human Development ("WIHD"), whereby WIHD would provide services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children in the County of Westchester for the period from January 1, 2015 through March 31, 2018 (the "Initial Term") for a total amount not-to-exceed of \$4,395,116, payable in quarterly installments. The Prior Resolution further provided that the Agreement would thereafter automatically renew for an additional two (2) year term (the "Two Year Renewal") if the related sublease agreement between the County and WIHD was renewed. Additionally, the Prior Resolution provided that if the

sublease was renewed for the Two Year Renewal, the sublease, and likewise the Agreement, would thereafter automatically renew for an additional five (5) year term commencing on April 1, 2020 and continuing through December 31, 2024 (the "Five Year Renewal"). The Agreement was executed on March 23, 2016.

The sublease was ultimately renewed for the Two Year Renewal period commencing on April 1, 2018 and continuing through March 31, 2020, and for the Five Year Renewal period commencing on April 1, 2020 and continuing through March 31, 2025. The Agreement was likewise extended for the same renewal periods.

While the Prior Resolution authorized the same Two Year Renewal period, it provided that the Five Year Renewal period would expire on December 31, 2024, instead of March 31, 2025. Additionally, neither the Prior Resolution nor the Agreement authorized any additional funding in the event the Agreement was extended commensurate with the related sublease.

In order to correct the aforesaid oversights, authority is requested to amend the Prior Resolution in order to (i) retroactively extend the expiration date of the Five Year Renewal period from December 31, 2024 to March 31, 2025; and (ii) provide for the following additional funding amounts for services rendered during the extended term, payable in quarterly installments:

April 1, 2018 – March 31, 2020	\$2,781,744
April 1, 2020 – March 31, 2025	\$7,302,078

Additionally, authority is requested to amend the Agreement to add the additional funding in the same amounts indicated immediately above.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Prior Resolution shall remain the same.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreement shall remain the same.

The proposed Amendment to the Agreement is exempt from the County Procurement Policy pursuant to section 3(a) xxi thereof in accordance with a separate resolution of even date herewith.

A resolution requesting authorization to amend the Prior Resolution and the Services Agreement is attached for your approval.

LT/BAG/jpg/nn
Attachment

RESOLUTION

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

RESOLVED, that the resolution approved on February 11, 2016 (the "Prior Resolution"), which authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (the "Agreement") with the Westchester Institute for Human Development ("WIHD"), whereby WIHD would provide services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children in the County of Westchester for the period from January 1, 2015 through March 31, 2018 for a total amount not-to-exceed of \$4,395,116, payable in quarterly installments, with automatic two (2) and five (5) year renewals through December 31, 2024, subject to the parties' renewing their related sublease for the same periods, is hereby amended in order to (i) retroactively extend the termination date of the Agreement from December 31, 2024 to March 31, 2025; and (ii) provide for the following additional funding amounts for services rendered during the extended term, payable in quarterly installments:

April 1, 2018 – March 31, 2020	\$2,781,744
April 1, 2020 – December 31, 2024	\$6,954,360
January 1, 2025 – March 31, 2025	\$ 347,718

; and be it further

RESOLVED, that the County is hereby further authorized to retroactively amend the Agreement with WIHD, whereby WIHD agreed provide services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children in the County of Westchester for the period from January 1, 2015 through March 31, 2018 for a total amount not-to-exceed of \$4,395,116, payable in quarterly installments, with automatic two (2) and five (5) year renewals through March 31, 2025, subject to the parties' renewing their related sublease for the same periods, in order to increase the amount of funding for the extended term as follows, payable in quarterly installments:

April 1, 2018 – March 31, 2020	\$2,781,744
April 1, 2020 – December 31, 2024	\$6,954,360
January 1, 2025 – March 31, 2025	\$ 347,718

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Prior Resolution shall remain the same.

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreement shall remain the same.

RESOLVED, that the County Executive or his duly authorized designee is empowered to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Two Year Renewal Period	April 1, 2018 – March 31, 2020	\$ 2,781,744
Five Year Renewal Period	April 1, 2020 – December 31, 2024	\$ 6,954,360
Contract Extension	January 1, 2025 – March 31, 2025	\$ 347,718
		\$10,083,822

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5960		\$347,718

2. Budget Funding Year(s): 2025

Start Date: January 1, 2025
(must match resolution)

End Date: March 31, 2025

3. Funding Source:

Federal	26%	CFDA#(s)	93.667		
State	36%	State ID#(s)	N/A		
Operating/ Tax Levy	38%				
Capital	N/A				

4. Total NTE: \$347,718
(Must match resolution)