



Memorandum
Department of Laboratories & Research

OnBase ID# 112417

DATE: December __, 2025

TO: The Honorable Board of Acquisition and Contract

FROM: Aleksandar Milovanovic, M.D.
Pathologist/Medical Examiner
Department of Laboratories and Research

SUBJECT: Authority for the County of Westchester to enter into an agreement with Forensic Anthropology Services LLC, pursuant to which Forensic Anthropology Services LLC will provide forensic anthropology services, including the performance of anthological assessments on skeletal remains, for a term commencing on February 1, 2026 and continuing through January 31, 2031, for an amount not-to-exceed \$15,000.00, payable pursuant to an approved budget.

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Forensic Anthropology Services LLC (the "Contractor"), pursuant to which the Contractor will provide forensic anthropology services, including the performance of anthological assessments on skeletal remains, for a term commencing on February 1, 2026 and continuing through January 31, 2031, for an amount not-to-exceed \$15,000.00, payable pursuant to an approved budget.

The goals and objectives of the proposed Agreement are for the Contractor to perform analysis on skeletal remains of deceased individuals in order to identify characteristics of the decedent that may assist the County in criminal and other investigations, as well as to provide the County with detailed reports of such skeletal analysis that can be referenced by the County in court, if needed. Information that may, when possible, be included within the reports provided by the Contractor shall include, but are not limited to case background, description of remains, documentation by digital photography, analysis of remains (including anomalies), signs of disease and other pathological changes in bones, indications of trauma and possible sources, age and sex, race, stature, time and cause of death, and identification.

The goals and objectives of the proposed Agreement will serve a public purpose, as the analytical services performed by the Contractor will assist the County in carrying out criminal and related investigations, thereby enhancing public safety.

The Agreement is exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)viii thereof, which exempts “contracts for medical or health-related services and contracts with healthcare workers, or agencies engaging healthcare workers, including dentists, home health and personal care aides, occupational, speech, and physical therapists, nurses, nurses’ assistants, medical and laboratory technicians, diagnosticians, social workers, psychiatric workers and veterinarians.”

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

AM/DD/sjc
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/20/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the Pathologist/Medical Examiner of the Department of Labs and Research, be it hereby:

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Labs and Research, is hereby authorized to enter into an agreement (the "Agreement") with Forensic Anthropology Services LLC (the "Contractor"), pursuant to which the Contractor will provide forensic anthropology services, including the performance of anthropological assessments on skeletal remains, for a term commencing on February 1, 2026 and continuing through January 31, 2031, for an amount not-to-exceed \$15,000.00, payable pursuant to an approved budget; 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 Contractor, then the Contractor 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 be, and hereby is, authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	31	0010-1000	4380		\$ 3,000 (2026)
101	31	0010-1000	4380		\$ 3,000 (2027)
101	31	0010-1000	4380		\$ 3,000 (2028)
101	31	0010-1000	4380		\$ 3,000 (2029)
101	31	0010-1000	4380		\$ 3,000 (2030)

Budget Funding Year(s): 2026-2031 Start Date: 2/1/26 End Date: 1/31/31

Funding Source

Tax Dollars: \$15,000

State Aid: _____

\$ 15,000.00

Federal Aid: _____

(must match resolution)

Other: _____