



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112465

DATE: November 17, 2025

TO: The Honorable Board of Acquisition and Contract

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

SUBJECT: Resolution to exempt, pursuant to Section 3(a) xxi of the Westchester County Procurement Policy and Procedures, the procurement of an agreement with Nexgen, Inc. to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services Child Welfare Manual for the period January 1, 2026 through December 31, 2026.

Authority is requested to exempt, pursuant to Section 3(a) xxi of the Westchester County Procurement Policy and Procedures (the "Policy"), the procurement of an agreement (DSS6015-26; the "Agreement") with Nexgen, Inc. ("Nexgen") to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services Child Welfare Manual (the "Manual").

Ordinarily, pursuant to Section 6 of the Policy, a Request for Proposals would be issued to solicit these services. However, because Nexgen has provided the technical expertise and support for the Manual since 2008 and conducted the migration of the database from an outside database to the Westchester County database, it has unique expertise relating to the Manual. In addition, Nexgen is well prepared to manage the content of the Manual as well as to provide user support and training.

Therefore, pursuant to Section 3(a) xxi of the Policy, it is recommended that your Honorable Board determine, by resolution passed prior to commencing the procurement of Nexgen's services that compliance with procedural requirements of the Policy would not be in the best interest of the County.

It should be noted that this agreement is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as the federal funding for this program falls under Social Services Block Grant.

Accordingly, a resolution to exempt the procurement of this agreement is hereby submitted for your Honorable Board's consideration. A separate resolution has been submitted requesting authority to enter into this Agreement.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/04/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interest of the County of Westchester in connection with the procurement of an Agreement (DSS6015-26) with the Nexgen, Inc. to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services Child Welfare Manual, for the period January 1, 2026 through December 31, 2026.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/04/2025 - RAMON L. SUTHERLAND, SECRETARY