



Office of the County Attorney

John M. Nonna
County Attorney

ID# 112719

Date: December 18, 2025

To: The Honorable Board of Acquisition and Contract

From: John M. Nonna
County Attorney

Re: **Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester and CivicPlus LLC for codification and supplementation services to update the Laws of Westchester County and maintain the Laws on the internet, for a term commencing January 1, 2026 and terminating on December 31, 2030, in a total aggregate amount not to exceed \$30,363.35.**

Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures ("Procurement Policy") pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester ("County") and CivicPlus LLC ("CivicPlus") for codification and supplementation services to update the Laws of Westchester County ("Laws") and maintain the Laws on the internet ("Agreement"). The Agreement shall be for a total aggregate amount not to exceed \$30,363.35, payable pursuant to an approved budget and subject to appropriation, and shall be for a term commencing January 1, 2026 and terminating on December 31, 2030.

Since January 1, 2014 the County has maintained an agreement with CivicPlus and its predecessor, Municipal Code Corporation ("Municode") for the above-described services.

The County has been satisfied with the codification and supplementation services provided by Municode and now, in order to ensure continuity of these vital services, and to allow for continued, uninterrupted access to the Laws, seeks to enter into a new agreement with CivicPlus for the above-described term.

Pursuant to Section 3(a)(xxi), the Procurement Policy is not applicable to any procurement for which your Honorable Board determines, by Resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. It is proposed that the County's interest would be served by exempting the procurement of this agreement from the County Procurement Policy. A Resolution to exempt the procurement of this agreement with CivicPlus is submitted for your consideration.

As I believe this agreement to be in the best interests of the County, I most respectfully recommend and urge the adoption of the annexed Resolution.

JN/mg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the County Attorney, 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 with CivicPlus LLC for codification and supplementation services to update the Laws of Westchester County and maintain the Laws of Westchester County on the internet, for the period commencing January 1, 2026 and continuing through December 31, 2030, for a total aggregate amount not to exceed \$30,363.35 subject to appropriation and payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2025 - RAYMOND SCUKKY, SECRETARY