

OnBase ID# 112686

DATE: December 15, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Lisa Denig
Commissioner, Department of Human Resources

SUBJECT: Authority for the County of Westchester to enter into an agreement with Human Resources Research Organization, pursuant to which Human Resources Research Organization will provide test services for correction officer selection, for a term commencing on January 1, 2026 and continuing through December 31, 2027, for an amount not to exceed \$70,044.00, payable pursuant to an approved rate schedule.

Attached for your consider is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Human Resources (the "Department"), to enter into an agreement (the "Agreement") with Human Resources Research Organization ("HumRRO"), pursuant to which HumRRO will provide physical test administration services for correction officer selection (the "Services"), for a term commencing on January 1, 2026 and continuing through December 31, 2027, for an amount not-to-exceed \$70,044.00, payable pursuant to an approved rate schedule.

The goals and objectives of the proposed Agreement are to provide the Services to the Department, and thereby ensure the selection of qualified correction officer candidates who meet the physical standards required for effective job performance.

The goals and objectives of the proposed Agreement will serve a public purpose by ensuring the selection of qualified correction officer candidates, which will in turn ensure the continued staffing of these essential correctional positions with capable personnel.

The goals and objectives of the proposed Agreement will be tracked and monitored by the staff of the Department.

Authority to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, has been simultaneously submitted for your Honorable Board's consideration via a separate resolution.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended

LD/KAM/sjc
Attachment

RESOLUTION

Upon a communication from the Commissioner of Human Resources, be it hereby

RESOLVED, that the County of Westchester ("County"), acting by and through its Department of Human Resources, is hereby authorized to enter into an agreement (the "Agreement") with Human Resources Research Organization ("HumRRO"), pursuant to which HumRRO shall provide physical test administration services for correction officer selection, for a term commencing on January 1, 2026 and continuing through December 31, 2027, for an amount not-to-exceed \$70,044.00, payable pursuant to an approved rate schedule; and be it further

RESOLVED, that his Agreement is subject to County appropriations; and be it further

RESOLVED, that the 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 the 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 adoptions(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 HumRRO, then HumRRO 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.

Account to be Charged/Credited

Fund	Dept	Unit	Object/ Sub Object/	Trust Account	Activity	Dollars
101	12	6010	4909			70,044.00

Budget Funding Year(s) 2026-2027 Start Date: January 1, 2026 End Date: December 31, 2027
(must match resolution)

Funding Source: Tax Dollars: 70,044.00
State Aid: _____
Federal Aid: _____
Other: _____
\$70,044.00
(must match resolution)