



Memorandum  
Department of Human Resources

#110129

To: The Honorable Board of Acquisition and Contract

From: Lisa Denig,  
Commissioner, Department of Human Resources

Date: December 13, 2024

Subject: Resolution authorizing the County of Westchester to enter into an amendment of its agreement with Human Resources Research Organization, for the provision of providing consulting services to the County by providing assistance in its project of updating the Westchester County's Department of Correction Officer Medical guidelines, which are used to evaluate Westchester County correction officer applications, in an amount not to exceed \$75,000.00, for the term January 1, 2024 through December 31, 2024, payable in accordance with approved rates, in order to extend the term of the agreement through April 30, 2025, at no additional cost to the County.

By resolution approved January 25<sup>th</sup>, 2024 (the "January 25<sup>th</sup>, 2024 Resolution") your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Human Resources (the "Department"), to enter into an agreement (the "Agreement") with Human Resources Research Organization ("HumRRO" or "Consultant"), for the provision of providing consulting services to the County by providing assistance in its project of updating the Westchester County's Department of Correction Officer Medical guidelines, which are used to evaluate Westchester County correction officer applications, in an amount not to exceed \$75,000.00, for the term January 1, 2024 through December 31, 2024, payable in accordance with approved rates. The Agreement was subsequently executed on or about April 16<sup>th</sup>, 2024.

The County has been satisfied with the quality of services provided to date by the Consultant, and desires to amend the Agreement in order to extend the term of the Agreement for the Consultant to continue to provide consulting services to the County pursuant to the Agreement, at no additional cost to the County.

As such, authority is hereby requested from your Honorable Board for the County to enter into an amendment (the “First Amendment”) of the Agreement in order to extend the term of the Agreement through April 30, 2025 (the “Renewal Term”), at no additional cost to the County.

The First Amendment will continue to serve a public purpose by assisting in selection of qualified Correction Officers to protect the safety of Westchester County constituents and incarcerated individuals.

The goals and objectives of the First Amendment will be tracked and monitored by the departments of Human Resources and Correction through receipt of regular updates and meetings with the Consultant, leading to a finished project as specified in the Agreement.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

Accordingly, approval of the attached resolution is respectfully requested.

LD/KM/mb  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/19/2024 RAYMOND SOKO SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Human Resources (the “Department”) is authorized to enter into an amendment of an Agreement (“First Amendment”) with Human Resources Research Organization (“HumRRO” or “Consultant”), in order to extend the term of the Agreement through April 30, 2025 (the “Renewal Term”), at no additional cost to the County; and be it further,

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; and be it further,

**RESOLVED**, that the First Amendment is subject to County appropriations; and be it further

**RESOLVED** that this First Amendment 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 Consultant, then the Consultant 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 is hereby authorized to take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

Original Agreement	\$75,000.00
First Amendment	\$0.00
Total	\$75,000.00

Account to be Charged / Credited:

Fund	Dept.	Major Program, Program & Phase, or Unit	Sub-unit	Object/ Sub Object	Trust Account	Dollars
101	12	6010	1000	4380		0.00

Budget Funding Year(s): 2024-2025 Start Date 1/1/2024 End Date 4/30/2025  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
State Aid \_\_\_\_\_

\$0.00

Federal Aid \_\_\_\_\_

(must match resolution)

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/19/2024 - RAYMOND SCULKY, SECRETARY