



OnBase: 111444  
Date: July 09, 2025

To: The Honorable Board of Acquisition and Contract

From: Dr. Belinda S. Miles  
President

Re: Resolution to exempt from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, the procurement of a First Amendment to an agreement with ADP, Inc., pursuant to which ADP, Inc. will continue to provide payroll services, tax services and W-2 services for Westchester Community College.

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Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a) (xxi) thereof, the procurement of a First Amendment to an agreement with ADP, Inc. (the "Contractor").

By way of background, on December 12, 2019, your Honorable Board approved a resolution that authorized the County of Westchester, acting by and through Westchester Community College (the "College"), to enter into a Global Master Services agreement ("Agreement") with ADP, Inc. (formerly ADP, LLC) ("ADP") for payroll services, tax services, and W-2 services (the "Services") for the College for the period from January 1, 2020 through December 31, 2024, for an amount not to exceed \$200,000.00 based on per transaction charges and in accordance with an approved budget (the "Agreement"). The Agreement was subsequently executed on or about January 1, 2020.

The County now desires to amend the Agreement in order to extend the term thereof retroactively from January 1, 2025 through December 31, 2025 and to increase the not to exceed amount thereunder to Two Hundred and Thirty-Six Thousand (\$236,000.00) Dollars, based on per transaction charges, payable pursuant to an approved budget, to compensate the Contractor for providing Services during the extended term.

Ordinarily, under Section 6 of the Policy, the County is required solicit proposals through the issuance of a request for proposals. However, the Contractor has successfully implemented the services, and has continued to provide services after the expiration of the initial term. The College desires to extend the term of the Agreement so that services will still be in place while the College has ample time to issue a new request for proposal for subsequent similar services. The Services that are being provided are essential and necessary to continue, without stoppage in services for the College to

successfully run. As such, having ADP continue to perform the Services for the extended term is in the best interests of the County.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of a First Amendment with ADP from the County Procurement Policy.

Accordingly, a Resolution to exempt the procurement of First Amendment with ADP is hereby submitted for your Honorable Board's consideration.

BM/CM/mb  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND SCULLY, SECRETARY

## RESOLUTION

Upon a communication from the President of Westchester Community College, 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 interests of the County of Westchester (the "County") in connection with the procurement of a First Amendment to an agreement with ADP, Inc., pursuant to which ADP, Inc. agreed to provide payroll services, tax services and W-2 services for Westchester Community College, by extending the term thereof retroactively through December 31, 2025 and increasing the not-to-exceed amount to Two Hundred and Thirty-Six Thousand (\$236,000.00) Dollars, based on per transaction charges, payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/11/2025 - RAYMOND SULLIVAN, SECRETARY