

**Memorandum
Department of Correction**



112590

DATE: November 24, 2025

TO: The Honorable Board of Acquisition and Contract

FROM: Joseph K. Spano
Commissioner, Department of Correction

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Sec. 3(a)xxi thereof, the procurement of an agreement with Westchester Barber Academy, Inc., for the provision of providing an introduction barber training program to the Westchester County Department of Correction inmates at the Westchester County Department of Correction's facilities located in Valhalla, New York.

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Sec. 3(a)xxi thereof, the procurement of an agreement with Westchester Barber Academy, Inc. (the "Contractor"), for the provision of providing an introduction barber training program to Westchester County Department of Correction (the "Department") inmates at the Department's facilities located in Valhalla, New York (the "Agreement"). The term of the Agreement will commence on December 1, 2025 and continue through May 31, 2026. In consideration for services rendered, the County of Westchester, acting by and through its Department, will pay the Contractor an amount not-to-exceed \$16,532.00, upon completion of the Work, pursuant to an approved budget.

Ordinarily, under Section 5 of the Policy, the County is required to solicit written or oral quotations from no fewer than three persons customarily providing such goods or services and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, it is in the best interest of the County to exempt this agreement. The Contractor is uniquely qualified to provide an introduction barber training program given its vast experience and knowledge of offering an introduction to barbering program. Additionally, the Contractor has past experience with providing these services specifically to the Westchester County Department of Correction inmates at the Department's facilities located in Valhalla, New York. Moreover, not only has the Contractor provided an introduction barber training program in the past, the Contractor also has opportunities for select inmates who are released, to complete a secondary "master barber program" in Mt. Vernon. For these reasons set forth above, it is proposed that the best interests of the County would be best served by exempting the procurement of this Agreement from the Policy.

Pursuant to Section 3(a)xxi thereof, the Policy is not applicable to any procurement for which this 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. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this Agreement from the Policy.

Accordingly, a Resolution to exempt the procurement of an agreement with Westchester Barber Academy, Inc. is hereby submitted for your Honorable Board's consideration.

JKS/JC/mb
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/18/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Based upon a communication from the Commissioner of Correction, 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 written or oral price quotations, 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 Westchester Barber Academy, Inc., for the provision of providing an introduction barber training program, to Westchester County Department of Correction (the “Department”) inmates at the Department’s facilities located in Valhalla, New York.