



**Office of the District Attorney**  
**County of Westchester**

**MEMORANDUM**

**On Base ID# 111580**

Date: August 6, 2025

To: Honorable Board of Acquisition & Contract

From: Susan Cacace  
District Attorney

Re: Resolution authorizing the County of Westchester, acting by and through the Westchester County District Attorney's Office, to enter into a data transfer and use agreement with RTI International and New York State Division of Criminal Justice Services to evaluate diversion in Westchester County, commencing upon full execution and remaining in effect for sixty (60) months unless terminated by either parties upon thirty (30) days written notice

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Authority is hereby requested for the County of Westchester (the "County"), acting by and through the Westchester County District Attorney's Office (the "DA's Office"), to enter into a Data Transfer and Use Agreement (the "Agreement") with RTI International ("RTI") and New York State Division of Criminal Justice Services ("DCJS"). The term of the Agreement will commence upon full execution and remain in effect for sixty (60) months unless terminated by any party upon thirty (30) days written notice, and will be at no cost to the County.

Pursuant to the Agreement, the DA's Office and DCJS will transfer certain criminal history information and other data so that RTI can help evaluate the "Fresh Start Program" (the "Program"). RTI shall use the transferred data to evaluate the Program by conducting analyses using historic and prospective datasets. The transferred data will be further used to evaluate the Program's implementation and to conduct an outcome evaluation comparing enrolled Program participants to comparable individuals. The data requested will be used by RTI to answer evaluation questions and to develop a series of dissemination products that may include an evaluation report—which will be made available to, *inter alia*, the DA's Office—a variety of practitioner-focused briefs, for conference presentations, and for peer-reviewed publications. All project materials including the de-identified requested data, and all syntax for cleaning, coding and analysis will be submitted to the Open Science Framework (<https://osf.io/>).

The Agreement will serve a public purpose which are in the best interests of the County in terms of public safety since its ultimate objective is to provide the DA's Office and other agencies nationally with a full evaluation of the "Fresh Start Program".

Since the Agreement does not involve the procurement of goods and services, the provisions of the Westchester County Procurement Policy and Procedures do not apply.

I recommend your favorable consideration of the annexed resolution.

CAC/  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/14/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the District Attorney, be it hereby

**RESOLVED**, that the County of Westchester (the “County”) acting by and through the Westchester County District Attorney’s Office (the “DA’s Office”), is authorized to enter a Data Transfer and Use Agreement with RTI International and New York State Division of Criminal Justice Services (“DCJS”), pursuant to which the DA’s Office and DCJS will transfer certain criminal history information and other data so that RTI can help evaluate the “Fresh Start Program”, which shall commence upon full execution of the Agreement by all parties and approval of same by the Office of the County Attorney, and shall remain in effect for sixty (60) months, unless terminated by any party upon thirty (30) days written notice, at no cost to the County; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is authorized to execute said agreement and all documents necessary to effectuate the purposes thereof.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A					\$0

Budget Funding Year(s) 2025 Start Date full execution End Date 2030  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
State Aid \_\_\_\_\_  
\$ \_\_\_\_\_ Federal Aid \_\_\_\_\_  
(must match resolution) Other \_\_\_\_\_