

**111817**

**DATE** September 8, 2025

**TO:** The Honorable Board of Acquisition and Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**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 Leslie Alpert, pursuant to which Ms. Alpert will provide the Department of Senior Programs and Services with consultant services to assist the County with continued development of program materials for the County's Livable Communities Caregiver Coach (L3C) Program .

---

Authority is hereby requested from your Honorable Board to exempt from the Westchester County (the "County") Procurement Policy and Procedures (the "Policy"), pursuant to Sec.3(a)xxi thereof, the procurement of an agreement with Leslie Alpert, pursuant to which Ms. Alpert will provide the Department of Senior Programs and Services (the "Department") with consultant services to assist the County with continued development of program materials for the County's Livable Communities Caregiver Coach Program ("L3C Program") throughout Westchester County (the "Agreement"). The term of the Agreement will commence retroactively on January 1, 2025 and continue through December 31, 2025. In consideration for services rendered, the County, acting by and through the Department, will pay Leslie Alpert an amount not-to-exceed \$26,000.00.

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, compliance with the Policy would not be in the best interests of the County with regard to this Agreement because Leslie Alpert's extensive experience and knowledge with respect to all aspects of informal caregiving to senior citizens, makes her a most suitable resource to assist the County in better coordinating and implementing the L3C Program. Leslie Alpert's consulting services will focus on updated/development of training materials for caregiver coaches and other work as assigned that will enhance methods and processes for greater access to information, resources and guidance typically and especially needed by caregivers. Ultimately, these types of programs, such as the L3C Program, will help deter premature institutionalization of care recipients, thereby improving the quality of life of Westchester County senior citizen residents and saving County tax dollars. This proposed Agreement will provide the County with the necessary expertise to implement its oversight function in connection with the L3C Program.

Accordingly, a Resolution to exempt the procurement of an agreement with Leslie Alpert is submitted for your Honorable Board's consideration.

MC/BL/mb

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/18/2025 - RAYMOND SCULKY, SECRETARY

## **RESOLUTION**

Based upon a communication from the Commissioner of the Department of Senior Programs and Services, 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 Leslie Alpert, pursuant to which Ms. Alpert will provide the Department of Senior Programs and Services (the "Department") with consultant services to assist the County with continued development of program materials for the County's "Livable Communities Caregiver Coach" Program throughout Westchester County.

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/18/2025 - RAYMOND SCULLY, SECRETARY