



Kenneth W. Jenkins  
Westchester County Executive

Department of Social Services  
Leonard G. Townes  
Commissioner

113361

DATE: March 31, 2026

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes, Commissioner  
Department of Social Services

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a)xxi thereof, the procurement of an agreement with the Child Care Council of Westchester, Inc., whereby it will provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with successful navigation through the child care assistance system, for the period from January 1, 2026 through December 31, 2026.

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Authorization is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to exempt the procurement of an agreement (DSS7005-26) with the Child Care Council of Westchester, Inc. ("CCCW") from the application of the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a) xxi thereof. Pursuant to the terms of the agreement, CCCW will provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with application and successful navigation through the Child Care Assistance System, for the period from January 1, 2026 through December 31, 2026.

Ordinarily, pursuant to Section 5(b) of the Policy, the Department is required to solicit written price quotations from no fewer than three persons customarily providing such services. However, CCCW is the Child Care Resource and Referral agency for Westchester County pursuant to Title 5-B of the Social Services Law. As such, it is the only Westchester County based agency that is designed and staffed to conduct the required services. CCCW assists in making safe and affordable day care services available to low income families in the County of Westchester. Moreover, CCCW has relationships with the day care providers in the County and has an established relationship with the New York State Office of Children and Family Services ("NYS OCFS").

Additionally, CCCW has consistently met its performance measures and has not received any penalties due to non-compliance with performance standards. CCCW has a long-standing relationship with the County. CCCW's familiarity with and knowledge of the child care system allows them to deliver the services pursuant to the proposed agreement. This knowledge allows CCCW to provide the public with all the necessary tools they need to access the existing child care assistance system.

Pursuant to Section 3(a)xxi, the Policy is 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 compliance with the Policy in connection with the procurement of an agreement with CCCW is not in the best interests of the County.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

LGT/fb

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - RAMOND SCUKA SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social 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 price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with Child Care Council of Westchester, Inc. to provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with successful navigation through the child care assistance system for the period from January 1, 2026 through December 31, 2026.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - RAYMOND SCUKA, SECRETARY