



Memorandum  
**Department of Health**  
10 County Center Road – 2nd Floor  
White Plains, N.Y. 10607

**111554**

**DATE:** July 31, 2025

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, M.D.  
Commissioner of Health

**RE:** Authorization to Amend an Agreement with Tandym Group, LLC for the provision of temporary per diem licensed and support staff positions for Westchester County Department of Health STI, TB and immunization clinics, for a term January 1, 2025 and continuing through December 31, 2025 in an amount not-to-exceed \$50,000, payable at the stated contract rates, in order to add a temporary Medical Assistant position at the hourly rate of \$55 per hour and increase the not-to-exceed amount by \$27,300, for a total revised amount not-to-exceed \$77,300

By a Resolution approved on December 19, 2024, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Health ("WCDH"), to enter into an agreement with Tandym Group, LLC ("Tandym"), pursuant to which Tandym would provide the WCDH with temporary per diem licensed and support staff positions for the WCDH STI, TB and Immunization clinics and community vaccination clinics (the "Services"), all positions as needed, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025, in an amount not-to-exceed \$50,000, payable at the stated contract rates (the "Agreement"). The Agreement has been executed.

The Women, Infants and Children ("WIC") Clinic has a Medical Assistant ("MA") who will be going on maternity leave starting in October. Since the MA position performs various duties such as covering the front desk, checking in WIC clients, processing paperwork and maintaining orderly client flow, a temporary MA is needed.

The public purpose of the WIC Program is to promote the public health and general welfare of County residents by ensuring that low income women, infants and children at nutrition risk have access to nutritious foods and other services to support proper growth and development.

The goal of the WIC Program is to improve the nutrition and health status of eligible pregnant, postpartum and breastfeeding women, infants and children up to the age of five through services that include the provision of nutritious foods, nutrition/health education and counseling, breastfeeding promotion and support, and referral to other health and human service programs.

These efforts serve to safeguard the health of women, infants and children at high risk that would otherwise have no or limited access to nutritious food and health education, thus improving birth outcomes and child development.

Authority is now requested from your Honorable Board to amend the Agreement as follows:

- To add the temporary Medical Assistant position payable at the hourly rate of \$55 per hour
- To increase the not-to-exceed amount payable by \$27,300 for a revised total amount not-to-exceed \$77,300 payable at the stated hourly rate

The goals and objectives will be tracked and monitored by the WIC staff of the WCDH.

The proposed Amendment is exempt from the County's Procurement Policy pursuant to Section 3(a)(viii) thereof.

Accordingly, except for those changes expressly made herein, all other terms and conditions of the Agreement shall remain unchanged.

SA/RR/dc  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/07/2025 - RAYMOND SULKY, SECRETARY

## **RESOLUTION**

Upon a communication from the Commissioner of the Department of Health, be it hereby

**RESOLVED**, the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to amend an agreement with the Tandym Group, LLC ("Tandym"), pursuant to which Tandym agreed to provide the WCDH with per diem licensed and support staff positions for the WCDH Clinics (the "Services"), on an "as needed" basis, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025, payable at the stated contract rates (the "Agreement"), in order to add a temporary Medical Assistant position payable, at the rate of \$55 per hour, and to increase the not-to-exceed amount payable by \$27,300 for a revised total amount not-to-exceed of \$77,300 payable at the stated rate; and, be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain unchanged; and, be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of the New York State Budget ("State Budget") proposed and adopted during the term of the agreement. The Agreement shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of the State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s) to conduct an analysis of the impacts of any State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Original Agreement	\$50,000
First Amendment	\$
Second Amendment	\$
<b><u>This Amendment</u></b>	<b><u>\$27,300</u></b>

TOTAL	\$77,300
-------	----------

Agreement #HLT2548711A

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	A484	4380	T484	\$27,300

Budget Funding Year(s) (must match resolution) 2025 Start Date 10/01/2025 End Date 12/31/2025

Funding Source	Tax Dollars	
	State Aid	
<b>\$27,300</b>	Federal Aid	Federal Pass thru NYSDOH
(must match resolution)	Other	

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/07/2025 - RAYMOND SCULLY SECRETARY